



Time Management



ABOUT

Time Management is a two-day course which will help you daily. Many people use a schedule to organise their time, but there are other methods. Not only does it play a role in business, but it is also very useful in your personal life. On this course, you will gain knowledge about better ways to make your time useful rather than wasting it on unnecessary tasks

Time management is one of the most important factors in a project. In fact, in every business and in any person's life, time management plays a crucial role. To successfully complete a project, one needs to ensure that it meets the timelines. Effective time management can only lead to project success.

Managing your time well means knowing what your goals are and having a plan to achieve your goals. In order to do this you must take into account many factors related to yourself and your academic environment. You must also be able to think ahead and be flexible when planning your time.

Your life involves many activities other than classes and academics. However, in order to succeed in college, you must schedule the activities that will achieve your most important goals first. Managing your time does not mean that you cannot have fun. It simply means that there's a time for work and a time for play.

COURSE AGENDA

SECTION A:

Introduction

- The importance of organisation
 - Role of an organiser when managing a schedule
 - Building a daily activity log to maintain your schedule
 - Fundamental skills for managing a schedule
 - Features of a schedule
 - Identify Objectives and Goals
-
- Introduction to goal setting
 - Trait theory
 - Identify the principles of goal setting
 - SMART goals
 - Effective Time Management
-
- Identify different tasks
 - Examine how to manage your time in an efficient manner
 - Identify energy flow
 - Exploring Your Growth
-
- Organise regular reviews
 - Difference between planned and actual use
 - Monitoring the results
 - Introduction to Scheduling
-
- Long-Term scheduling
 - Medium-Term Scheduling
 - Short-Term Scheduling
 - Task scheduling
 - Creating a Plan

- Making an action plan
- Role of planning
- Executing a plan
- Assess methods of making a schedule
- Overview of Priority Task

- Prioritisation
- The difference between urgency and importance
- Creating a paired comparison analysis tool
- Pareto analysis technique
- Grid analysis tool for decision-making

Section B

INTRODUCTION TO ROUTINES

About routines

- Setting a routine
- Using routine to manage an effective time-span
- Establishing Your Work

- Gathering Tools
- Successful Skills which helps you to maintain your schedule
- Manage a Meeting
- Various meetings for different purposes
- Planning for a meeting
- Evaluation

- Maintaining a log
 - Interruptions
 - Tools to use for evaluation
 - Delegation
-
- About delegates
 - The delegation Process
 - The advantages of delegation
 - Managing Scheduling Technology
-
- Required tools and skills
 - Using technology for your benefits
 - Managing technology
 - Paper Handling

COURSE OBJECTIVES

- Evaluate your activities
- Managing conflicts in your schedule
- Attain a better result through effective planning
- Manage your resources more efficiently
- Create an action plan to apply in the workplace
- Describe your values, goals and targets
- Building an effective time management system
- Learn the importance of schedule making
- Various techniques to achieve more
- Increasing your productivity and accountability

WHO SHOULD ATTEND

This course can be attended by anyone who wants to learn a variety of techniques to improve their time management skills so that they can achieve more.

COURSE STRUCTURE

This training course lasts two days.

On the first day, you will learn how to manage a schedule, how to set goals and objectives, prioritisation, introduction to scheduling and exploring your growth.

On the second day, the following topics will be covered: Introduction to Routines, Managing a Meeting, Delegation and Technology Management.

CONTACT US

INDIA

No 16, Zillion Biz Center
4th Block, Kormangala
Bangalore - 560034

USA

S Jones Blvd (304) #2014
LAS VEGAS
NV - 89107
USA

info@sprintzeal.com



080 6566 6771



315 675 7776