



# TIME MANAGEMENT

## Overview:

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Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments thrust in our direction. The key to tackling this situation is effective time management. Understanding, identifying, and defining your core job responsibilities and long-term goals is the very first step for managing your time effectively.

The uniqueness of this program is that each participant brings his/her calendar and learns the art of prioritizing using the Pareto Principle. The critical question that each participant will be able to answer, after the program, will be, **"Am I focusing on the 20% of my activities that will produce 80% of the results?"**

## Training Objectives:

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- Discover your time management strengths and self-management opportunities
- Manage multiple priorities based on validity and urgency
- Redirect your efforts to the most important and critical tasks
- Identify ways to deal with distractions and eliminate interruptions
- Discover quick and easy ways to handle non-valid tasks
- Being assertive to seniors without having to say 'No'

## Training Topics:

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### Organizing Your Day

- 80:20 Rule or Pareto Principle of Time Management
  - Simply put, the 80/20 rule states that the relationship between input and output is rarely, if ever, balanced. When applied to work, it means that approximately 20 percent of your efforts produce 80 percent of the results. Learning to recognize and then focus on that 20 percent is the key to making the most effective use of your time.
- Job Analysis
  - What are the 20 percent of my job responsibilities that produce 80 percent of the results?



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- Activity Logs
  - Analyzing Your Time Log
    - Currently is my focus on the 20 percent
    - What should I do to include my core responsibilities?
    - To-Do Lists

## Dealing with Common Time Wasters:

- Interruptions
- Shifting Priorities
- Too Much Information
- Travel

## Procrastination:

- Causes
- Ways to Overcome Procrastination

## Delegation:

- Why Delegate?
- The Delegation Process
  - Delegation for Time Management
  - Delegation for Succession Planning

## Training Hours:

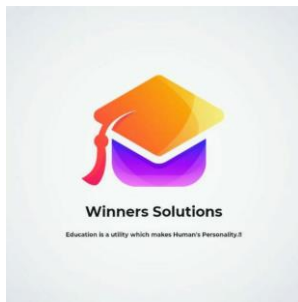
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The duration of the training program will be 8 hours.

## Training Methodology:

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- Instructor Led Training
- Role Plays
- Games and Group Activities
- Case Studies



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## Resources Required:

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- Momentum Training Solutions will conduct the training
- Maximum number of participants to a class will be 15
- The training will be conducted at a venue organized by your organization
- The following will be provided by your organization:
  - Handouts will be printed/photocopied
  - The LCD projector & Audio speakers



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