

# Time Management

## for Personal & Professional Productivity

- unleashing your full potentials -



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## BRIEF PROGRAM OVERVIEW

This program is designed to help you gain and apply your knowledge and understanding of personal and professional awareness, organization and commitment, and use the tools, methods and techniques that you have learned in goal setting, prioritization, scheduling, and delegation to overcome time management challenges and enhance productivity.

Most people find that they wish they had more time in a day. This workshop will show participants how to organize their lives and find those hidden moments. Participants will learn how to establish routines, set goals, create an efficient environment, and use time-honored planning and organizational tools to maximize their personal productivity.

Personal Productivity is a goal most of us have. Through this workshop your participants will be on the right track in achieving that goal. Some people blame everything that goes wrong in their life on something or someone else, but through this workshop your participants will take ownership and begin to lead a more productive life.

### Upon completing this course, you will be able to:

- Learn to plan effectively to achieve your personal and professional goals
- Learn to recognize and overcome barriers to successful time management
- Identify specific time management tools and use them effectively
- Manage resources both effectively and efficiently
- Keep your sense of perspective to prevent and manage crises
- Learn to delegate effectively
- Learn to manage expectations and say “No” when appropriate

**DURATION: 2 DAYS**

## PROGRAMME CONTENT

### Module 1: Setting SMART Goals

The Three P's  
The SMART Way  
Prioritizing Your Goals  
Evaluating and Adapting  
Visualization

### Module 2: The Power of Routines

What is a Routine?  
Personal Routines  
Professional Routines  
Six Easy Ways to Simplify Your Life

### Module 3: Prioritizing Your Time

The 80/20 Rule  
The Urgent Versus Important Matrix  
Assertiveness

### Module 4: Planning Wisely

Creating Your Productivity Journal  
Maximizing the Power of Your Productivity Journal  
The Glass Jar: Rocks, Pebbles, Sand, and Water  
Chunk, Block, and Tackle  
Ready, Fire, Aim!

**Module 5: Tackling Procrastination**

Why We Procrastinate  
Nine Ways to Overcome Procrastination  
Eat That Frog!

**Module 6: Scheduling Yourself**

The Simple Secret of Successful Time Management  
Developing a Tracking System  
Scheduling Appointments  
Scheduling Tasks

**Module 7: Keeping Yourself on Top of Tasks**

The One-Minute Rule  
The Five-Minute Rule  
What To Do When You Feel Like You're Sinking

**Module 8: Tackling New Tasks and Projects**

The Sliding Scale  
A Checklist for Getting Started  
Evaluating and Adapting

**Module 9: Using Project Management Techniques**

The Triple Constraint  
Creating the Schedule  
Using a RACI Chart

**Module 10: Creating a Workspace**

Setting Up the Physical Layout  
Ergonomics 101  
Using Your Computer Efficiently

**Module 11: Organizing Your Workspace**

De-Clutter  
Managing Workflow  
Dealing with E-mail  
Using Calendars

**Module 12: Delegating Made Easy**

When to Delegate  
To Whom Should You Delegate?  
How Should You Delegate  
Keeping Control  
The Importance of Full Acceptance

**Module 13: Organizing Files and Folders**

Organizing Paper Files  
Organizing Electronic Files  
Scheduling Archive and Clean-Up

**Module 14: Managing E-Mail**

Using E-mail Time Wisely  
Taking Action!  
Making the Most of Your E-mail Program  
Taking Time Back from Handheld Devices

**Module 15: Meeting Management**

Deciding if a Meeting is Necessary  
Using the PAT Approach  
Building the Agenda  
Keeping Things on Track  
Making Sure the Meeting Was Worthwhile

**Module 16: Alternatives to Meetings**

Instant Messaging and Chat Rooms  
Teleconferencing  
E-mail Lists and Online Groups  
Collaborating Applications

**Module 17: Setting a Ritual**

What is a Ritual?  
Ritualizing Sleep, Meals, Exercise  
Examples of Rituals  
Using Rituals to Maximize Time

**Module 18: Crisis Management**

When the Storm Hits  
Creating a Plan  
Executing the Plan  
Lessons Learned

**TRAINING PACK**

- Award of Certificate of Participation,
- Customized Training Materials
- Case Studies and Activities Stimulation