

TIME MANAGEMENT TRAINING

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COURSE LENGTH: 1.0 DAYS

Effective time management is required skill for most business professionals in Singapore, but not every one knows the best-practice techniques for better managing your time and getting more accomplished in less time.

This Time Management training course by PD Training teaches you time saving techniques like how to manage the time spent on email more effectively, how to overcome procrastination, how to improve your concentration, how to deal with regular distractions and how to prioritize tasks.

At the end of this training, you will be able to get more work accomplished in less time, find a better balance in your life, get on top of your to-do list and feel better about your level of daily productivity.

This Time Management training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers or via our public course schedule.

Contact us today for a [group quote](#).

TIME MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Do you feel that there is too much to do, yet you have very little time? Have you ever wished that you had more hours in a day? This Time Management training course from PD Training in Singapore can help you overcome these challenges. This course teaches you how to set priorities and manage your time wisely.

Managing time well enables you to be in control of your life and allows you to *act on* situations rather than *react to* situations. When reacting to situations, you are ill-prepared and under stress, so your action is unplanned and probably time consuming. Whereas, when you act on situations, it is well planned and thus allows you to function at your highest capacity. Many people spend their days in a frenzy of activity, but actually achieve very little because they are not concentrating on the right things in the right order.

According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of focused effort.

This **Time Management Training** course is about doing the right things better.

OUTCOMES

After attending this course, participants will be able to:

- ▶ Set S.M.A.R.T. goals
 - ▶ Prioritize effectively
 - ▶ Plan strategically
 - ▶ Gain lasting skills to tackle procrastination
 - ▶ Handle high pressure, crisis situations with ease
 - ▶ Learn to organize the workspace for efficiency and productivity
 - ▶ Master when & how to delegate for maximum productivity
 - ▶ Set daily rituals for better productivity
 - ▶ Gain insightful skills to better manage meetings and keep them on track
 - ▶ Discover alternatives to in-person meetings
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

Lesson 2: Types of Goals

- ▶ Three P's
- ▶ S.M.A.R.T Goals
- ▶ How to Prioritise
- ▶ Staying Focused

Lesson 3: Prioritise the Day

- ▶ Pareto's Law
- ▶ Immediate Tasks vs Planned Tasks
- ▶ Staying on Track

Lesson 5: Removing Avoidance

- ▶ Procrastination Explained
- ▶ Nine Steps to Stop Avoidance
- ▶ Frogs for Dinner?

Lesson 7: Organised Work Stations

- ▶ Remove Disorder
- ▶ Manage Work Requirements
- ▶ Manage Electronic Communication
- ▶ Calendering for Success

Lesson 9: Rituals Are Required

- ▶ What Should be Ritualised
- ▶ Managing Basic Human Functions
- ▶ Examples to Follow
- ▶ Create More Time

Lesson 11: Meeting Options

- ▶ Virtual Conversations
- ▶ Conference Calls
- ▶ Electronic Communications
- ▶ Using Cloud-Based Applications

Lesson 4: Plan to Succeed

- ▶ Planning Documentation
- ▶ Implementing Planning Documentation
- ▶ Choosing Tasks Based on Importance
- ▶ Breaking Large Tasks Down
- ▶ Targeted Tasking

Lesson 6: Managing Unexpected Events

- ▶ Crisis Happen
- ▶ Planning and Preparation
- ▶ Time for Action Mode
- ▶ How to Avoid the Next Crisis

Lesson 8: Delegation Principles

- ▶ Delegation Explained
- ▶ Assigning Delegation
- ▶ How to Delegate
- ▶ Accepting Delegation

Lesson 10: How to Best Manage Meetings

- ▶ Is a Meeting Required?
- ▶ Implement the PAT Technique
- ▶ Writing Agendas
- ▶ Stop Discussion Deviation
- ▶ Post-Meeting Follow-Up

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)