

## TIME MANAGEMENT TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Is your business grappling with productivity challenges, missed deadlines, and overwhelmed teams? Elevate your company's performance to new heights with our tailored Time Management Training Course for Businesses in Singapore.

Our comprehensive course is strategically designed to empower organizations with the tools and strategies needed to optimize time utilization, streamline operations, and enhance overall productivity. Whether you're a startup aiming for rapid growth or an established enterprise seeking operational excellence, our course is the catalyst for transformation.

### **Course Highlights:**

**Customized Solutions:** We understand that every business is unique. Our expert trainers will customize the course to address your specific challenges and goals.

**Priority Management:** Learn how to identify and prioritize tasks that align with business objectives, ensuring resources are channeled efficiently.

**Strategic Planning:** Develop a systematic approach to planning that minimizes resource wastage and maximizes project success.

**Effective Delegation:** Master the art of delegating tasks while maintaining accountability and quality, freeing up valuable time for core responsibilities.

**Team Synchronization:** Discover techniques to synchronize team efforts, minimize communication gaps, and achieve seamless collaboration.

**Stress Resilience:** Equip your team with stress-management techniques to maintain productivity even in high-pressure scenarios.

**Technology Integration:** Harness technology and productivity tools to automate routine tasks and enhance workflow efficiency.

**Performance Metrics:** Learn how to measure and track time-related performance metrics to continually refine your processes.

**Sustainable Growth:** Balancing productivity with well-being, ensure that your business achieves sustainable growth without sacrificing the health of your team.

Empower your workforce with the skills to conquer time constraints, boost morale, and drive your business toward unparalleled success. Our Time Management Training Course for Businesses in Singapore is the ultimate investment in efficiency and effectiveness. Don't let time be a limiting factor in your business's journey. Seize this opportunity to revolutionize your operations and pave the way for a more productive future. Enroll your team today and unlock the full potential of your business in Singapore's competitive landscape!

Contact us today for a group quote.

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## TIME MANAGEMENT TRAINING COURSE OUTLINE

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### 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.

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### 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

#### Lesson 4: Plan to Succeed

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

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

#### **Lesson 5: Removing Avoidance**

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

#### **Lesson 6: Managing Unexpected Events**

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

#### **Lesson 7: Organised Work Stations**

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

#### **Lesson 8: Delegation Principles**

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

#### **Lesson 9: Rituals Are Required**

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

#### **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 11: Meeting Options**

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

#### **Lesson 12: Wrapping Up**

- Words from the Wise

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#### **WEB LINKS**

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