



Overcoming the Time Trap

Organising Yourself to Get More Out of Life

This highly effective one-day workshop comprises three sessions. The objectives for each session are as follows:

Session 1 – Introduction

By the end of this session, participants will:

- understand the importance of managing time effectively;
- be presented with the most frequently occurring time-wasting activities
- be familiar with three dysfunctional behaviours that must be overcome for successful time management
- have identified the five most valuable qualities for good time management,
- have established critical success factors for managing time efficiently.

Session 2 – Time Management Principles

By the end of this Session 2, participants will:

- be able to apply the Pareto Principle in their work situations
- have familiarized themselves with a Time Management Matrix to:
 - a) differentiate between four types of activities; and
 - b) focus attention on important issues.
- be furnished with a paradigm for setting balanced goals.



Course Objectives and Contents



Session 3 – Time Saving Techniques

By the end of this session, participants will be provided with specific time saving techniques to:

- deal with interruptions
- manage incoming mail
- set priorities
- overcome procrastination
- delegate effectively
- manage meetings.

