

Time Management

Have you ever wondered how it is that some people seem to have enough time to do everything that they want to, whereas others are always rushing from task to task, and never look to finish everything?

Do you know how to apply behavioural intelligence to enhance your time management?

Have you started to apply technology in managing your time?

Introduction

Time management is the ability to plan and control how someone spends the hours in a day to effectively accomplish their goals. The session involves juggling time between the domains of life—work, home, social life, hobbies. It is essential to establish clear goals and priorities to set aside non-essential tasks that can eat up time and to monitor where the time goes. Today, the work landscape has changed somewhat, with more and more tasks landing on the "Most Important" list. Hence, this workshop helps to address time management issues with psychological, behavioural and technology perspectives!

Program Objectives

This program aims to:

- Expose participants to various time management techniques
- Boost productivity with effective, efficient time management

Learning Outcomes

After completing this training, participants should be able to:

- Control of your time through the five stages of mastering workflow: collection, processing, organising, reviewing and doing.
- Achieve freedom of time with effective time management.

Who should attend?

Anyone in the organisation who needs to manage their time optimally

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>A New Practice for a New Reality</p> <p>With the societal shift to knowledge work, new behaviours and tools are required to manage workflow successfully. These behaviours and tools are incorporated into the time management paradigm. The most productive when the mind is clear, free of what he calls "open loops" -- the things people commit to doing which remain undone and become a drag on the unconscious mind.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Time Management: The Five Stages of Mastering Workflow</p> <p>Participants would learn five stages of mastering workflow: to collect, process, organise, review and do. Participants would be exposed to the industrial revolution (IR 4.0) - the technology to assist them in handling time management during the five stages of mastering workflow.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>The Five Phases of Planning as Effective Time Management</p> <p>This topic is about "vertical" focus, the thought process behind successful planning. The brain goes through five steps to accomplish most any task and that this Natural Planning Model is also the most effective for project planning. Participants would have practical session to learn: (1) defining purpose and principles, (2) outcome visioning, (3) Brainstorming, (4) Organizing and (5) identifying next actions</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Getting Started: Venturing into Journey of Time Management

	<p>The participants would understand what time management is, discover time management tools that can help them to excel. In this module, participants learn the typical time management mistakes to avoid the pitfalls</p>
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Time	Day Two
9.00am– 10.30am	<p>Application of Industrial Revolution 4.0 in Time Management</p> <p>Participants would learn the traditional ways and also the technology ways how to improve time management effectively. Behavioural nudges are applied, such as costing your time, multitasking and managing electronic devices are shared in this module.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Prioritisation in Time Management</p> <p>The participants would learn how to make the best use of their time and resources so that they would be able to spend time efficiently and effectively. Also, they would learn how to use the action priority matrix so they would secure all the opportunities and maximise satisfaction in all dealing with others to keep the deadline. Most importantly, the participant's would learn how to get more done in less time.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Scheduling and time management Challenges</p> <p>Planning makes the best use of time. The participants apply the Pickle Jar methodology to make the schedule work and leave time for fun at the same time; they can deliver timely results. Furthermore, the participants would learn how to manage interruption, dealing with lateness, staying ahead when things get slow, and how to maximise a busy schedule.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Setting the Right Goal in Time Management</p> <p>The participants would apply the SMART principle to set meaningful and challenging goals. Besides, they would learn how to avoid common goal setting mistakes by applying golden rules of goal setting. Lastly, the participants need to plan a self-motivation plan to motivate and celebrate for themselves for success in time management as a sustainable strategy.</p>