

# Time Mastery

## Introduction

The ability to manage time effectively is a crucial managerial skill. From the organisational perspective, time is money. It is not just about time to introduce new products or services, but also whether time is respected as an invaluable and perishable asset and used wisely to create the best outcome in the most resource-effective way. From both the organisational and personal perspective, technology is a major disruptor as well as an enabler. There are tools to help to speed and improve organisational processes. On the other hand, others soak up tremendous amount of precious time when we need to contend with instantaneous information flows as well as new communication and social media channels.

The amount of time we have is a constant, while the demands on it have increased manifold. So, we need to relook at the way we manage ourselves and our tasks with the time we have, and apply new capabilities and systems where needed. More than ever, we need to focus our energies on those activities that enable us to achieve our goals and avoid wasteful and unproductive tasks that don't. We need to make informed choices so that we can maximise the use of our time and be more productive and effective at work and at home.

## Course Objectives

In this course, participants will learn skills which will help track and understand usage of their time, and provide them with tools and thought processes that will enable them plan more effectively, prioritise and delegate tasks to get the most important done on time, to be assertive when dealing with situations that tend to steal their time, to deal with one of the biggest time-wasters "meetings", and to "gain" time through a decision making model.

## Course Outline

### Tracking personal time usage

- Tools and techniques for tracking
- Identifying obstacles and time-wasters

### Getting the basics right

- Goal setting
- Prioritising
- Self awareness

### Essentials skills for effective time management

- Planning
- Decision making
- Assertiveness and the art of saying 'no'
- Delegating / outsourcing
- Overcoming procrastination
- Managing meetings, a key 'time-waster'
- Additional tips

## **Action planning**

- Personal roadmap to better time management

## **Training Methodology**

A facilitative training approach encompassing class activities, group discussions and individual work will be used to maximise participation and engagement of the learners. Worksheets will be used for individual learners to exercise the concepts using their own real-life experiences in managing myriad tasks in their professional and personal lives.

## **Course Duration**

1 day (8 hours)