

## MAKING TIME WORK FOR YOU

**Course Code:** CA317

**Duration:** 2 days

**Credits:** 14 PDUs

### Course Description

In this comprehensive one-day course, attendees will identify various challenges in managing their time and learn and practice techniques that will help achieve more effective use of their time and direct their focus and energy towards activities that will allow them to achieve professional and personal goals. Proven time management tools, techniques and tips will be shared to reduce personal stress and increase productivity and efficiency both in the workplace and in their personal lives. Individual exercises combined with interactive group discussions and team workshops will guide participants through a structured approach in effective time management.

### Target Audience

Individuals who will benefit from this course include team leaders/members, managers, directors, sponsors and any other stakeholders working in a time-sensitive work environment.

### Course Objectives

Develop and improve time-management skills to perform work more effectively.

### Course Outline

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#### Module 1: Time Management Overview

- Pitfalls of poor time management
- Benefits of effective time management
- Goal and objective setting
- Realistic planning

#### Module 2: Work Prioritization and Efficiency

- Effective scheduling
- Work compartmentalization
- Handling interruptions
- Decisive delegation
- Structured meetings
- Prioritization and To-Do lists

#### Module 3: Time Management Tools and Techniques

- Leveraging Outlook
- E-mail management
- Calendar management
- Task management

#### Module 4: Personal Time Management

- Personal Energy and style
- Stress management
- Multitasking
- Rapid decision-making