

Managing Time & Priorities for higher efficiency

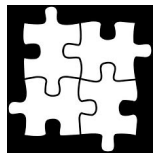
Many of us think time goes by too fast and we do not succeed in doing all we wanted within an 8-hour workday or within 24 hours. The problem lies in the time we are given. So, we are forced to make difficult decisions and sometimes, disappoint others, delay some work, without affecting productivity and relationships.

What is in it for me in this workshop?



Understand

- 🧑 Understanding how to increasing my effectiveness
- 🧑 Identifying Time Robbers
- 🧑 Setting limits in order to protect time and space
- 🧑 Understanding the notions of Urgency and Importance
- 🧑 Establishing links between Time Management, assertiveness and Leadership
- 🧑 Becoming aware of our impact on others's time and priorities



Integrate



Practise

Managing Time & Priorities for higher efficiency Agenda

DAY I

- 👤 Effectiveness
- 👤 Time Dilemma
- 👤 Time Components
- 👤 Time Management Components

- 👤 The Jar of Life
- 👤 Function, activities, tasks

- 👤 The Eisenhower model
- 👤 Daltons of Time
- 👤 Red and Green Times

- 👤 Time Robbers
- 👤 Giving Instructions
- 👤 Delegating tasks
- 👤 Leading meetings

- 👤 Using telephones
- 👤 Using emails
- 👤 Classifying documents

- 👤 Procrastinating
- 👤 Saying no constructively



Subgroup Discussions



Role Plays/ Exercises



Tools, Models, Methods



Illustrative Videos



Role Plays/ Exercises