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# Effective Time Management, Task And Work Planning

## Introduction

Time management skills are indispensable to the personal development tool kit. This course will help participants to improve their skills, in terms of work and personal life. It will enable them to manage themselves more effectively within their own time constraints and show them how to better organize and prioritize their work / personal tasks

## Who Should Attend?

- Managers
- Executives
- Supervisors
- Anyone who is involved in developing and implementing plans

## Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

## **Certificate**

**BTS** attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## **Objectives**

- Learning how to effectively plan, set objectives, structure and organize the office
- Implementing new systems to eliminate time wastage and enhance performance
- Dealing effectively with paperwork and telephone queries
- Understanding the principles of project management to organize the workload more effectively
- Learning how to ensure resources are employed efficiently and provide a quality service to both internal and external customers

## **Contents**

### **DAY 1:**

- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- Balancing life and work

### **DAY 2:**

- How am I using my time?
- Time wasters
- Time logging

- Time lines
- How does my use of time affect others?

### **DAY 3:**

- Work management methods
- Pressures on work plans - time, quality, cost
- The planning process
- Analyzing and managing risk
- Contingency planning
- Problem solving techniques

### **DAY 4:**

- Managing paperwork, real and virtual
- Managing travel
- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool

### **DAY 5:**

- Work planning
- Testing your plan
- Analyzing strengths and needs
- Developing your personal development plan