

TIME MANAGEMENT SKILLS PROGRAM

“GET ORGANIZED!!”



- *Do you lose track of time and get swamped with too much work as a result?*
- *Are important tasks being put off until later and later and later and later.....?*
- *When you find the time to start a task, do you find there is not enough time to finish it or do it properly?*
- *Do you panic when approaching a deadline?*
- *Do you hesitate or procrastinate when you need to get things done?*
- *Are you so busy with work, you don't have time for yourself or your family?*

Program Overview

If you can't manage your time effectively, you will have a hard time managing anything else. With good time management skills you can be in control of your time and your life. You can reduce your stress and increase your energy levels. You will make progress at work and be able to maintain a good balance between your work and your personal life. You will find the flexibility to cope with unscheduled interruptions, deal with unexpected tasks and be able to take advantage of new opportunities.

All time management skills can be learned. WideView Training Centre has a new **Time Management** program that makes learning these skills easy. Improvement can be achieved immediately. Getting organized is not difficult when you know how. Find out which simple techniques and time management tools are most relevant for your situation. What are you waiting for? Its time to **“GET ORGANIZED”!!**

“Time is what we want most, but what we use worst”- William Penn

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Objectives

Completion of the course will enable participants to:

- Understand how to prioritize tasks and goals
- Prepare “To Do” lists and set flexible daily, weekly and long term schedules
- Learn how to utilize diaries and other time management tools for maximum effect
- Manage unscheduled disruptions improve their ability to manage available time
- Learn the easy way to get things done while still making time for rest and relaxation
- Reduce anxiety and overcome internal time barriers
- Avoid procrastination and take action
- Prevent “burn out”

Program Outline

The “Get Organized” program is an informal, interactive workshop full of tips, tools and techniques for managing time. Topics include:

- “To Do Lists” - the key to efficiency
- Maintaining a diary that works for you and for others
- Creating schedules – What can you realistically achieve with your time
- Prioritizing tasks to meet deadlines
- Setting reasonable goals and finding time to achieve them
- Procrastination – how to avoid it
- The difference between Urgent and Important
- Preventing Anxiety, Stress and Burn Out

Duration

2 (Two) days

Who Should Attend

This program is designed to help any one who wants to gain control of their time and accomplish their most important goals.



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