



## Overview:

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Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments thrust in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal at the background, you can now set your short-term goals that may effectively lead you to achieving your long cherished long-term goals in your life.

## Training Topics:

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- The importance of time management
  - Story: the priest and the politician
  - Activity: team think
- 80:20 Rule or Pareto Principle
  - Story: knowing the 20%
- Activity: the survivor
- Prioritizing tasks
  - To-Do Lists
- Personal Goal Setting
  - Setting S.M.A.R.T. Goals
  - Activity: goal setting
- Delegation and time management
- Time management in meetings
  - Case study: Time management in meetings
  - Activity: saving precious time
- Barriers to time management
  - Dealing with procrastination
- Identifying and handling time consuming tasks
  - Game: where's the loot?

## Training Hours:

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The duration of the training program will be 8 hours