

Course Title: Time Management – Get More Done On Time

Introduction

Time flies! Time is universal currency. For each minute of time that comes your way you either use it or lose it.

Too often we are doing yesterday's work today! Today's work must be done and **completed today** – productive work that is. Productivity, quality work, etc. just cannot ignore TIME.

This course, which is conducted workshop style, focuses on using every work hour in productive work – every work day! We stress 100% productive work per hour because according to reports, productive work in companies worldwide accounts for less than 65% of the available work time – thus; 35% of the time is lost in counterproductive and unproductive “work”. And, we should not be doing yesterday's work today.

Let's cut to the chase! Don't waste anymore time. Give this course to your employees! Now!

Learning Objective

On completing this learning, participants will strategize their work time available to get things done pronto and use such tactics and strategies at the workplace in productive work – all the time.

Course Contents

- **The Importance of Time Management**
 - The Concept of Time
 - The Work I Must Do – Daily, Weekly, Fortnightly and Monthly – On a Regular Basis; Work I Must Do Periodically.
 - The Work to Be Completed by Me Daily, Weekly, Monthly, Periodically and Instantly (Emergencies May Arrive Which Require Immediate Attention)

- **Time Management vs Self-Management**
 - The Power of Goal Setting
 - The 80/20 Rule
 - Being Assertive

- **Time Management Approaches**
 - Generations of Time Management Approaches
 - The 4th Gen Approach

- The Time Management Matrix
- **Time Management at Work**
 - Use The Work Plan and Time Budget Schedule
 - Use The Work Schedule
 - Use The Work-In-Progress Schedule
- **How to Clear Up Backlogs!**
Right Now I Have a Pile of Work/Projects Sitting on My Table Requiring My Attention
 - The Clean Sweep
 - Use Goal Setting and/or Task Setting Techniques to
 - * Delegate and Supervise the Work of Others
 - * Accept Ownership and Just Do It Myself
 - * Get Team Members to Share the Burden
- **Some Real Time-Wasters; How to Pre-empt and Prevent Them**
- **Summarizing**
- **Back Home Plan**
 - How I Will Use These Time Management Techniques, Strategies, Skills And Tools in My Work Starting Tomorrow.

For Whom

Managers, Executives, Professionals, Supervisors, Secretaries, and all others who want to be organised for work goal accomplishment.

Method of Learning

Hands-on planning and scheduling through methods improvement and time waster control techniques. Short lectures, group discussions and practical work.

Date and Duration

Date: Wednesday, October 11, 2017

7 contact hours

Course Time: 9am to 5pm

Course Fee

Course Fee inclusive of GST (7%)

\$340/- (includes 2 Tea Breaks, Course Package Materials. Lunch is excluded)

Venue

3 Temasek Avenue, Level 21, Centennial Tower, Singapore 039190 (Next to Promenade MRT Station)

Course Facilitator

Johnny Lee

Johnny is a passionate speaker, trainer, and coach with more than 16 years of experience in developing and conducting impactful and transformational training and presentations to a wide range of audiences.

Johnny is certified by many accredited bodies and some of them includes:

- B.Sc. Econs. (Hons) Management Studies (UOL)
- Advanced Certificate in Training and Assessment
- Certified Master Practitioner of Neuro-Linguistic Programming
- Certified Emotional Intelligence (EQ) Trainer
- Certified Behavioural & Career Consultant
- Certified Administrator of DISC Personality Profiling
- Certified Consulting Hypnotist and Instructor (NGH)
- Approved WorkPro Work-Life Grant Trainer

He specialises and regularly conducts workshops and presentations on topics such as Leadership and Managerial Skills, Public Speaking and Presentation Skills, Negotiation and Influencing Skills, Communication Skills, Emotional Intelligence (EQ), Customer Service excellence, Team Building and Development, Personality Profiling (DISC), Stress Management, Workplace Relationships, and Productivity Improvement.

Johnny has 30 years of corporate leadership experience, successfully led and managed organisations from light to heavy manufacturing industry. He has effectively harnessed the individual brilliance of his co-workers to drive extraordinary performance and has personally groomed hundreds of confident and effective supervisors and managers.

Drawing upon his extensive knowledge, skills and experience in leading edge tools, techniques, and strategies from Neuro Linguistic Programming (NLP), Neuro Semantics,

Emotional Intelligence (EQ), Behavioural and Personality Analysis, Hypnotism, and Human Needs Psychology, he has trained, and coached thousands of people, helping them to become confident and effective in their performance.

Contact

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