



PROUDLY PRESENTS

Managing Time Workshop

(Time Management is an inside job!)

What's in it for you?

There is hardly a single executive worth his/her salt who could not do with an extra 50% time or more every day for his/her work. This is because the demands on their time are huge and unrelenting. They cannot minimise the pressure by managing time because time *per se* is unmanageable and inexorable. They can, however, optimise their personal productivity by doing the right work well through arranging what they do when better. This means delegating better, prioritising frequently and carefully, doing the most difficult work when they are personally most productive, and minimising interruptions and distractions. This workshop gives them the knowledge and skill to do that and much more.

You consequently get better delivery from your people.

Who should attend?

Any employee who has difficulty handling their workload.

What are the objectives of the workshop?

To convince participants, through better understanding, that *what* work they do *when* greatly affects their ability to handle their workload, and to provide them with approaches and tools that will enable them to optimise their personal productivity.

Content

- 📅 Pre-workshop Assignments.
- 📅 Managing Time.
- 📅 The Nature of Time.
- 📅 Meetings.
- 📅 Technique for conducting meetings.
- 📅 Delegating.
- 📅 The Do sheet.
- 📅 Technique for Managing Time:
 - Organise your work.



- Rationalise your work methods.
- Use a Do Sheet.
- Stick to your new work methods come what may.

 Action Plans

- What they are.
- How and when to write them.

 Self-evaluation

 Templates and examples

Each workshop includes the vital skill of Action Planning!

This workshop is one of the building blocks of the world-class

T³ Leadership/Management System

A fully integrated system to run any enterprise, including hard and soft skills.

General Information

Price: Prices to be provided on request

Duration: One day

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