



Time-Management and Productivity

Course Description

This course covers the best practices in Time-Management, from creating awareness of how your employees manage their time to be able to improve key areas that will bring immediate results, to learning more powerful techniques and tools that will help improving efficiency in the long term. Money is time and studies show that office workers waste an average of 30% of their workday because they were never taught organizing skills to cope with the increasing workloads and demands.

Using the best practices, your employees will be able to...

- Increase productivity and efficiency in time-management
- Identify time-thieves, how to avoid and overcome them
- Learn about plan, prioritize and perform
- Apply the best time management techniques and strategies
- Create a time-management mindset

Content of the program

- Introduction
 - Time concepts and methodology
 - Awareness and analysis of current time-management skills
- Time thieves
 - Identification and management from a 360 evaluation perspective
 - Best and worst practices
- Organizing time
 - Identifying the problems
 - Activity log
- Objectives as a guide
 - Quality and productivity
 - Goal setting
- Planning tasks and time
 - How to plan, prioritize and perform
- Designing an action plan
 - Creating a comprehensive plan to apply time management skills

Methodology

This training is delivered over 8 hours which comprises a minimum theoretical part, focusing on activities and exercises in an active and participative training (approximately a ratio of 20/80). It relies on coaching methodology through which participants can become one hundred percent protagonists of their own learning process.