



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group - Time Management: Get Organised for Peak Performance

Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganisation. Many people find that they flit from one task to another, trying to get everything done.

In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Specific learning objectives include:

- Better organise yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail your workplace productivity.

The Power of a Change

To begin, participants will use their pre-assignment to identify areas where they want to change their time management approach. They will also have an opportunity to write out a bucket list, which will help them identify long-term goals.

Changing Our Perspective

Next, participants will explore four priorities that we find to be most neglected: connecting with people, paperwork, reading, and exercise. Then, participants will apply their knowledge to a case study.

Setting Goals

During this session, participants will learn how to set goals with SPIRIT to help them manage their time better.

Planning Tips and Tricks

This session will explore different planning tools and their uses.

Setting up a Routine

To wrap up the morning, participants will discuss how routines can help them manage their time.

Doing it Right

Sometimes we need to approach things with a bit of attitude in order to get things done, and do them well. We're recommending to be a bit playful with this, and to be BOLD.

Putting an End to Procrastination

This session will give participants some ways to tackle those tasks that they have been putting off.

Getting Organised

This session will give participants a plan to organise their work area.

Organizing Your Files

During this session, participants will explore ways to manage paper and electronic files, including e-mail.

Managing Your Workload

To wrap up the day, participants will help Mary Marvelous manage her workload. Then, they will complete a 168-hour plan to see where their time is being used up.

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