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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Effective Time Management

16 August 2020

Online



PROJACS ACADEMY



[ProjacsAcademy.com](http://ProjacsAcademy.com)



## Introduction

This online training course will address the essentials of time management skills. It will highlight the principles, practices, skills, tools and systems to help people get more value out of their time. In addition, the course will raise people awareness of what they need to consider when doing work, staying home, working in teams, holding staff meetings, planning for a small project, accomplishing a specific goal, and doing work in remote area, etc. We all at times may struggle through this turbulent time and difficult crisis. Thus, we must understand the value of time and learn how to manage it tactfully. The ability to allocate time and resources is an essential business competency.

## Objectives

- Identify the most common time wasters and how to cope with them.
- Distinguish between important and unimportant tasks.
- Distinguish between urgent and not urgent tasks.
- Appreciate the value of time through deep reflection of life's priorities.
- Develop basic skills to manage one's time at work and home.
- Understand the connection between time management and stress.
- Identify some symptoms of stress on body, mind, emotions, and behavior.

## Who Should Attend?

The training is basically designed for all those people who are interested in improving their time management skills. Anyone who is interested in this topic can attend this online course.

## Course Outline

- **Concept of “Time and Time Management”.**
- **Value and benefits of effective time management.**
- **Time management factors – the key steps to achieve more.**
- **General habits and tendencies that most people usually follow.**
- **Key challenges faced in effectively managing time and resources.**
- **Goal settings and general methodology to achieve true success.**
- **Value of delegation to win support and accomplish better results.**

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.