

TIME PRIORITY MANAGEMENT @ WORK

INTRODUCTION

You may be smart. You may be talented. You may have big dreams and lots of energy. But if you're not focused and organized and if you don't manage your time properly, every day on your job will be a struggle ... and you will achieve much less than you should! Get a lifeline! This seminar will change the way you work and do business forever!... It will help you to get a lot more done and to have a lot of fun doing it, for you can't do much of one without the other! Time, Priorities and Stress Management @ Work course is not just about time management, it is about self-management! It will help you to become all you can be!

AIM OF THIS COURSE IS TO HELP YOU TO :

- ◆ Discover your attitude towards time and your psychological time-profile;
- ◆ Identify fundamental causes of your time-related problems;
- ◆ Devise strategies and tactics for solving your time-related problems;
- ◆ Improve your effectiveness and efficiency;
- ◆ Minimize stress and frustration;
- ◆ Proactively manage multiple tasks and projects, conflicting demands and bosses;
- ◆ Put more time in your working life and more life in your working time.

WHO SHOULD ATTEND?

Time, Priorities and Stress Management @ Work course was designed to meet the needs of managers, professionals and anyone who has identified the need to improve their time management skills:

- ◆ Engineers and technical professionals
- ◆ Secretaries, personal assistants
- ◆ Financial, sales and marketing managers
- ◆ Contract and project administrators
- ◆ Project and maintenance managers
- ◆ Human resources and training professionals
- ◆ Purchasing and procurement officers and managers
- ◆ Anyone who wants to achieve more in the less time!

PRESENTER

Mr. Igor S. Popovich, Bsc. (Eng.)

You will learn powerful time, life and career management strategies and tactics from one of the foremost management trainers in Australia today: Igor S. Popovich.

While employed full time in senior engineering and management positions, Igor wrote 6 internationally published management books in 5 years and created 4 management seminars in 4 years! He has also conducted dozens of management seminars world-wide. How is that for time management! How did he do it? He will share his secrets and insights with you in this fast-paced program, just as he has shared his management methods and philosophy with hundreds of managers and professionals in Australia, South Africa, Singapore, Hong Kong and the Middle East in the last 8 years!

Igor is the creator and presenter of various popular management seminars. As a consultant, Igor can help you and your company with various aspects of organizational, team and individual improvement.

PROGRAM

THE ESSENTIALS OF TIME AND TIME MANAGEMENT

- ◆ The 3 basic rules of effective time management
- ◆ Levels of time mastery: A, B and C
- ◆ Black Time & Red Time

THE 7 PRINCIPAL CAUSES OF TIME PROBLEMS

- ◆ Being forced or pressured into solving other people's problems
- ◆ Vocational time instead of management time
- ◆ Expecting instant gratification & The CCC conflict
- ◆ The expectation gap & The 80/20 rule
- ◆ The perfectionist trap and how to avoid it
- ◆ EXERCISE & CASE STUDY

YOUR TIME MANAGEMENT PROFILE

- ◆ What are the barriers that prevent you from managing your time better?
- ◆ Are you past, present or future oriented person?
- ◆ What is your dominant type
- ◆ Personal benchmarking, ANALYSIS & VIDEO

TIME MANAGEMENT SYSTEM AND TOOLS

- ◆ Exercise: "Where did the time go?" -
- ◆ Using your daily and weekly time logs
- ◆ Exercise: Charting your daily productivity profile
- ◆ Identify tasks that are best done during your "low periods" of the day

TIME WASTERS OR ROBBERS

- ◆ Exercise: Identifying your internal & external Time-wasters
- ◆ The 21 most serious time-wasters
- ◆ 7 techniques to shorten unexpected and disruptive visits
- ◆ How to make your phone calls shorter
- ◆ How to cope with overtime pressure

MEETINGS - THE NECESSARY EVIL

- ◆ Problems with meetings
- ◆ Blocking roles people play @ meetings
- ◆ Guerrilla tactics for running effective meetings

DELEGATION - THE ART OF MULTIPLYING YOURSELF

- ◆ Understand your own style of delegation
- ◆ Identify the common barriers to effective delegation and how to overcome them
- ◆ Strategies for delegating to and managing your boss
- ◆ What tasks should and should NOT be delegated
- ◆ Who is the best person to delegate to, why and when

DON'T SAY YES WHEN YOU WANT TO SAY NO!

- ◆ Better time management through (ABT)
- ◆ Protect your plans, interests and sanity
- ◆ Non-assertive versus assertive versus aggressive behavior
- ◆ Sources of POWER
- ◆ How to assert yourself and increase your importance in your organization

PROCRASTINATION - THE THIEF OF TIME

- ◆ Causes of procrastination
- ◆ Master the 10 most powerful techniques to overcome procrastination
- ◆ The AAAA method for eliminating procrastination and improving your personal effectiveness and efficiency

THE STRESS FACTOR IN TIME MANAGEMENT

- ◆ CAUSES OF STRESS
- ◆ 4 personality types and how they deal with stress
- ◆ Yerkes-Dodson Law
- ◆ Manage crises by using a "Crisis Management Log".

CHANGING COUNTER - PRODUCTIVE ATTITUDES AND HABITS

- ◆ 7 habits of highly ineffective people
- ◆ 3 vital positive time -management habits
- ◆ How to acquire new, positive habits within 21 days

PLANNING AND GOAL-SETTING

- ◆ Learn the profound difference between effectiveness and efficiency
- ◆ Prioritizing tasks - The Q1-Q4 Priority Matrix
- ◆ Setting goals and priorities that will be a foundation for your Personal Improvement Plan