

TIME MATTERS

1-Day Program



Time! A resource that is imperishable and most momentary, utilized or not. The world today seems to be running 10 years ahead of its time and the question is – is it Time spent or Time Invested? This DOOR program helps individuals identify the need for valuing time and one’s attitude towards time. It focuses on developing one’s plan of task management vs just develop a system to manage your current tasks and activities.

Time Matters



Topics

- + Introduction to concept of time
- + Goal setting and related systems
- + Techniques and skills for managing time
- + My time management style
- + Personal success blueprint

Training Objectives

At the end of this training you will be able to:

- 1 Deepen one's appreciation of time as a resource
- 2 Develop a personalized time management system leading to personal success
- 3 Learn skills, paradigms and techniques to make effective use of time
- 4 Appreciate one's own pace and style
- 5 Develop a blueprint of personal success and actions

Duration

1 Day

#TIME IS THE ONLY COMMODITY THAT MATTERS.

Program Schedule

Concept of time

- + Attitude towards time: from the yesteryears to the new age and more
- + The lottery – what would I purchase?
- + Timeline and it's elements
- + Time wasters

Goal setting

- + Approach & avoidance theory
- + CARAT formula for setting goals
- + Inter-dependence and interaction between goals
- + Results funnel

Skills for managing time

- + Eisenhower's urgent/important principle
- + ABCDE technique

- + Black, red and green hour

- + Task lists
- + Overview and details principle
- + Zoom-in and zoom-out

Rules for working with others

- + Hold people accountable
- + Learning to say 'No'
- + Seeing your place in the value chain

My time management style

- + Where do I stand?
- + Pros and cons of my style and focus areas

Personal success blueprint - from manage to leverage

More information

If you would like to discuss any one of our programs please contact us.

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