IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL










Imsimbi Training proudly presents

Time Management - 2 Days

This course is accredited by the Services Seta and material covers unit standard 15234 at NQF level 5 with 4 credits

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned

SERVICES SETA

julius@imsimbi.co.za - tammy@imsimbi.co.za - margaret@imsimbi.co.za - prince@imsimbi.co.za – gloria@imsimbi.co.za

Introduction

Imsimbi Training's Time Management course will assist learners to understand the processes which will make them more effective whilst minimising the "Thieves of Time" which plague our personal productivity and sense of achievement.

The course will enable delegates to:

- Manage priorities by setting personal and work goals
- Increase work effectiveness and productivity by prioritising
- Understand the importance of proper planning
- Enjoy a more balanced lifestyle through minimising time wasters
- Become more assertive and delegate tasks
- Manage meetings effectively

COURSE OBJECTIVES

Delegates will learn skills which will improve planning, assertiveness, setting priorities, decision making, desk and paper management, and communication skills. They will learn to manage their priorities; manage themselves to get things done on time; be assertive with colleagues and managers and learn how to say 'no'; gain sufficient time to complete their most important tasks; effective weekly planning; prioritise and schedule tasks; learn to allocate time to each task in its order of priority; deal with interruptions and make effective decisions which affect their time positively.

Who will benefit from this course?

Anyone who needs to master the principles and practices of effective self-management will benefit - from senior managers/directors to administrative and technical staff - in fact anyone who needs to find solutions to the following challenges:

- I need to improve my communications
- I need to increase my productivity
- I have to juggle a multitude of tasks



- I need to reduce stress
- I want to improve my life/work balance
- I want to know how to make things work

COURSE OUTLINE

Module 1: Time Management and Self Management

Introduction
What is time management

Your Vision and Long Term Plan

Clarifying Purpose - Vision and Personal Goals

Changing Bad Habits – Creating New Habits

Module 2: Models of Time Management

The Four Generations of Time Management

Steven Covey's Time Management Matrix

Applying Covey's Quadrants

Prioritising Activities

Pareto Analysis

Module 3: Getting Organised and Focused

Managing Paperwork

Keep Your Agreements

Increasing Your Focus

Module 4: Planning

GAP Analysis

Planning for Success



Daily Plans

Weekly Plans

Monthly Plans

Module 5: Time Wasters & Procrastination

Procrastination

Reasons we Procrastinate

Procrastination

Time Wasting Meetings

The Importance of Punctuality

Module 6: Delegation to Increase Your Productivity

Delegation

Prioritisation – important and non urgent

Communicating Assertively

Assertiveness

How to set boundaries at work

Ways to Say No

Practice and Implementation

Time Log for two days

Daily or Weekly Planner – “My To Do List”

