Course Overview:

Organization of Time skills are essential for Engineers and Technicians success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

Course Objective:

Organization of Time for Engineers and Technicians

Course Outline:

- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Prioritizing Your Time
- The Urgent Versus Important Matrix
- Planning Wisely
- Tackling Procrastination
- Crisis Management
- Organizing Your Workspace
- Using Rituals t Maximize Time
- Meeting Management

Who Should Attend:

Engineers and Technicians

Training Language:

EN / AR

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation