

Course Overview:

This is an advanced course on time management builds on the foundation of "Smart Time Management: 7 Steps to Regaining Control of Your Day" also offered on RedVector.com. It contains two segments:

Phase 1 of the course details 20 tactics for staying organized; Phase 2 introduces 16 concepts which typically are not identified as time management tools that have significant impact on your overall performance.

In Tactical Time Management you will complete four exercises:

- You will learn how to identify any areas where you might sabotage yourself, and then create a solution for each area you list.
- Create a Personal Time Line so that you can schedule your day.
- Use the Decision Maker's Guide to analyze whether you should take on a new project.
- Use the Five Step Problem Solving process to analyze various solutions to a problem.

Course Objective:

Upon completion of this course, the student will be able to:

- Review "The 7 Steps to Mastering Time" learned in course 1
- Identify 20 tactics for staying organized
- Identify 16 concepts not typically associated as time management tools
- Develop a Personal Time Line
- Analyze an idea or project using the Decision Maker's Guide
- Run a current problem through the 5-Step Problem Solving process

Course Outline:

The Truth About Time

- Time Management History & Theories
- One-Dimensional Thinking: Efficiency
- Two-Dimensional Thinking: Eisenhower Matrix
- Three-Dimensional Thinking: Significance

Emotional Time Management

- It is not just logical but it's Emotional too!
- Self-management Vs. Time management
- Multiplying your time
- What makes Multipliers different
- What does Significance really mean?
- Significant Calculation

The Focus Funnel: Permit the 5 Permissions

- Eliminate: The Permission to Ignore
- Automate: The Permission to Invest
- Delegate: The Permission of Imperfect
- Procrastinate: The Permission of Incomplete
- Concentrate: The Permission to Protect

Eat That Frog! Take the productivity to the next level

- Find your biggest frog: the most significant one

Training Language:

English-Arabic

Training Methodology:

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

Venue | Date | Fees

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- Stop Feeding the Frog: Get More Done in Less Time
- Consequences of Doing nothing
- Paul Jarvis' internalization questions
- How to use "Time Boxing" Technique
- Ignite your professional productivity

Who Should Attend:

This course is ideal for those who struggle with making the most of the time available to them, whether as a manager or employee; especially for Junior levels, Assistants, Executives, Officers.