

## Course Overview:

If it's your job to eat a frog, it's best to do it first thing in the morning, and if it's your job to eat two frogs, it's best to eat the biggest one first. – Mark Twain You will discover in this training program why time management is not just logical; it's emotional. And how to take control of fear, worry and guilt so you can make better decisions & what Permissions you must give yourself so you can have more peace, reduce stress and get more done in less time with using the newest practical tools. Procrastination is such a big problem that there are numerous studies of it. If you are a procrastinator, I urge you to 'eat the frog first. 'the biggest thing that you need to get done. The thing we most avoid. The goal you haven't started on yet. Or the next big step you need to take on the way there.

## Course Objective:

At the end of the training, participants will be able to:

- Recognize the Theories & history of time management
- Explore the myth of time management
- Identify Dimensional thinking strategies of Time Management
- Develop How to make decisions based not only on Importance and Urgency but also on Significance
- Discuss how to embrace 3-dimensional thinking about time.

## 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 its 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
- 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

## Training Language:

English-Arabic

## Training Methodology:

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

**Who Should Attend:**

This time management training is for all professionals wanting to optimise how they plan, manage and control their time in our digital world