

## **PROGRAMME PROPOSAL**

A 2-day in-house programme on

### **EFFECTIVE TIME MANAGEMENT**

**~ How to stop procrastinating, Start Planning and get More Done ~**

#### **The Rational**

It is well said that one of the most important factors that differentiate between a successful man and the less successful one is how he/she manages time. Yes, effective time management is an important skill that one should possess in today's 24/7 world. And now of course, consensus is starting to form around the idea that time management is a skill that is crucial as well as central not only to success but also to survival. In this regards, it is a paradox that time management has not been fashionable where in most cases, it has typically been at the bottom of the list of training priorities for many organizations as well as individuals. This course takes a fresh look at time management with the ultimate aim that you take and treat it as your core skill. Mastering the basic in time management helps to ensure that we lead meaningful life: i.e Life with a purpose.

#### **Program Objectives**

At this program's conclusion, participants should be able to:

- List barriers to successful time management.
- Understand and demonstrate the use prioritization technique.
- Explain the benefits and drawbacks of various calendar systems.
- Write smart goals and explain their benefit.
- Demonstrate how to say “no.”
- Delegate tasks and assignments.
- Develop an action plan for better use of time.
- Begin implementing goals created during the session.

## Course Outline

1. Introduction to Time Management
  - What is time to you
  - Success-what's it?
  - Creating a winner in you
2. Seeking for Balance in Life
  - Wheel of Fortune
  - Are you stressed out?
3. Track your Time
  - Identifying time wasters
  - Dealing with Interruptions
4. Time Trap
  - Decidophobia
  - Procrastination
  - Differentiating between what's urgent, important and trivial
5. Goal Setting
  - Why the need to set goal?
  - Strategy for goal setting
6. Time Management Tools
  - Calendar
  - Managing you diary

## Facilitator

This course is to be conducted fully by Dr. Dusit Jaul, currently Senior Project Coordinator with INTAN Sarawak. Dr. Dusit had developed training packages, conducted numerous training programmes and lectured on a number developed training packages, conducted numerous training programmes and lectured on a number of subjects covering areas of leadership, management, personal development and motivation. The impact of his lively training and ideas has generated greater energy and direction towards the challenge of excellence.