

## Time Management: Planning & Organizing Own Work

**Training Course** Time Management: Planning & Organizing Own Work

**Course Language** English

**Course Duration** Total Number of hours : 18

**Course Objectives**

To identify the appropriate strategies in prioritizing work & manage tasks effectively in order to have better work flow & higher productivity to meet deadlines & objectives.

To perform efficiently & smartly by achieving work-life balance.

### **Course Key Topic Area Includes:**

**Course Content**

Module 1 : Introduction

Module 2 : The inner and outer self

Module 3 : Planning and organizing work through IDEA Approach

Module 4: Reducing procrastination

Module 4: How to set SMART objectives

Module 5: Time planning strategies

Module 6: How to keep motivation through positive life orientation

Module 7: How to manage time-wasters

Module 8: Closure

## At the end of the program the trainees will be able to:

### Learning Outcomes

Identifying the appropriate strategies in prioritizing work

Managing tasks effectively

Working in a better work flow

Managing work to meet deadlines & objectives.

Performing efficiently & smartly overcoming reasons of undesired work habits.

## Classic training methods including

### Course Material /Technology used/ Details Relevant to the course.

- Explanations
- Demonstrations
- Asking questions and discussions
- Practical actions:
  - Mini cases
  - Role play
  - Group activities
  - Brainstorming
  - Visual critical thinking using LEGO serious play methodology