

TRUST

Management & Education

Trust Management Centre

Singapore (Head Office):

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213

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Branches:

Philippines: Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

Lao: Unit 21, Sisungvone Village, Saysettha Dist, Vientiane

Vietnam: 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

Cambodia: #54, Street 63 Daun Penh, Phnom Penh, Cambodia

EFFECTIVE TIME MANAGEMENT

DESCRIPTION:

*"Time Is Money. Everyone Must Realize This. If everyone is Skillful in Managing Their Time –
Then with Increased Productivity comes Increased Profits "*

We often wonder why we have so much pending work with so little time to complete it. By training our employees and ourselves in Effective Time Management, we achieve more in less time, employing less staff to do more work. thereby increasing our productivity and profits directly.

WORKSHOP OBJECTIVES:

- @ Understand why time is money
- @ Being aware of time wasters
- @ Learn how to plan and organize time effectively
- @ Techniques on how to create more time for yourself
- @ Be able to assess how you use your time
- @ Make you aware of that portion of time over which you have control
- @ Teach you how to make the most effective use of the time you control
- @ Help you to handle time not under your control in a more efficient way
- @ Allow you to use time the way you choose (work, play or rest)

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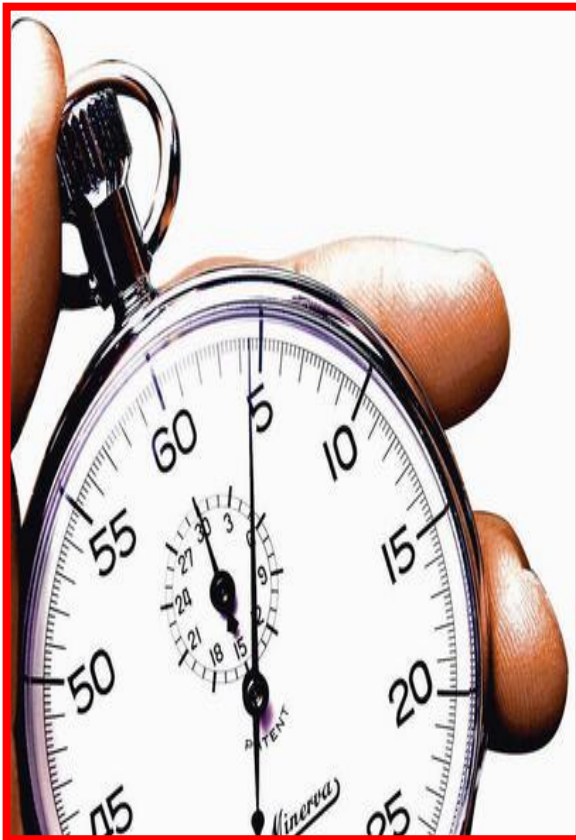
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CONTENTS

- Benefits of better time management
 - Catch the time thieves
- Identifying Distracters and Dealing with Interruptions
 - Chart your Performance Curve
- Techniques for Analyzing and Prioritizing your workload
- Manage by Delegation-What? To Whom? When?
 - Techniques for Time Management planning
 - Characteristics of Good Planners; case study
 - Time Planning Tools
 - Applying what you've learnt

WHO SHOULD ATTEND for all Managers, Executives, Supervisors and responsible staff who organize their own work, especially those working to several superiors

METHODOLOGY: Seminar, Case Study, Group Discussions and Role Play

PREQUISITES: None.

LENGTH: 1 day

MATERIAL PROVIDED: Participant Guide, Practical Exercises, Other Guides.