

Time Management: Ways To Be More Productive

2 days

Time just is. It's up to us to get control of it and find better ways of facing more and more demands at work and in our lives.

You can always change something that makes a difference.

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Public

This training is dedicated to anyone wanting to use time more efficiently and productively and avoid wasting time

Operational objectives

Be able to :

- have a better understanding on how we use and/or waste our time
- have techniques to be more efficient on a daily and long term basis
- use proper time management tools to handle workload properly
- know how to prioritise tasks better

Contents

- **The importance of time management:** Understanding time: concepts, perception vs. reality, the laws of time and their impact, analyzing the way we make use of our time
- **Identifying the obstacles to overcome :** Asking ourselves the right questions: who / what is wasting our time? When is it wasted...., Interruptions and unwanted calls, procrastination behaviour, how to reduce the incoming flood, how to organize paperwork...
- **Using tools to manage time more efficiently:** filing, planning tools : diaries, organisers, personal organisers (PDA's), computer tools, to-do lists / paperwork or PC, wall planners and calendars
- **Mastering our time :** how to identify and sort out one's priorities, how to make sure that our goals are "SMART", how to anticipate and make effective plans, how to delegate efficiently, how to set limits
- **Making meetings more productive:** identifying the different types of meeting, are all meetings useful? Is a face to face meeting more efficient than a meeting at a distance (webconference)? Tips for planning a meeting, preparing and running a meeting, taking notes, writing a report ...
- **Dealing with emails and technology :** setting aside time for emails, managing our inbox, respecting email etiquette, checking emails periodically, desktop or laptop?....
- **Communicating more efficiently :** handling phone calls (incoming and outgoing calls), communication techniques review: active listening, open questions, rephrasing, using positive and clear terminology, being assertive ... learning how to say "NO" when necessary, dealing with interruptions, using the right words
- **Time management in a cross-cultural context:** monochronic vs. polychronic time, high context vs. low context communication, task-focused and people-focused cultures , how to deal with notions of time in international business

Pedagogical methods

- The training is adapted to real life situations in a working context
- Role plays, case studies, brainstorming, exercises, feedback

Handouts

- Taylor made training (possible follow up sessions at a distance)
- Worksheets, leaflet and individual action plan