



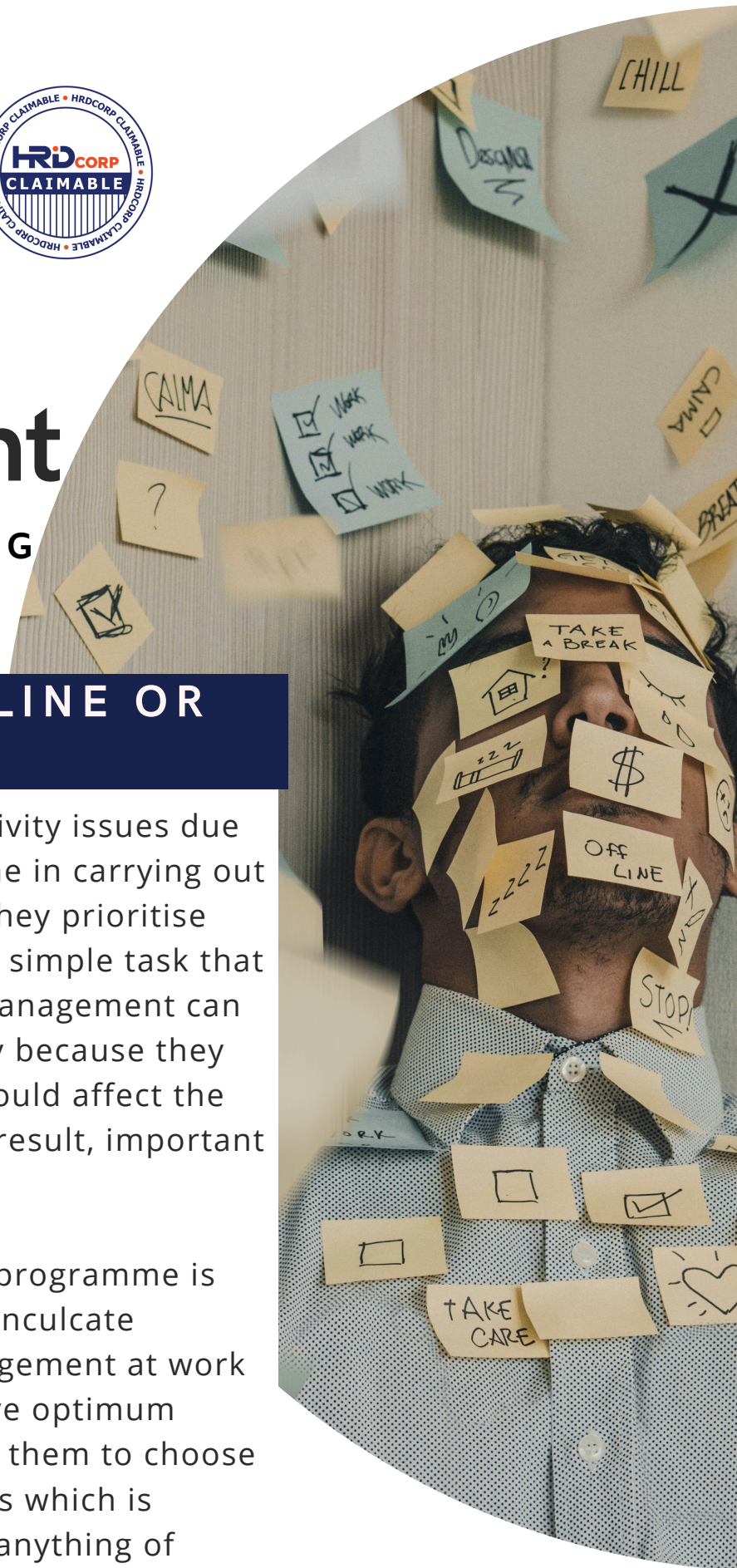
Time Management

PLANNING/ ORGANISING
SELF-MASTERY

CONDUCTED ONLINE OR
PHYSICAL

Many organisations face productivity issues due to the way their staff manage time in carrying out their tasks effectively. The way they prioritise their tasks varies. For example, a simple task that is important and urgent to the management can be neglected by their staff simply because they do not realise the urgency that could affect the organisation's productivity. As a result, important tasks are not completed on time.

This effective time management programme is designed to educate the staff to inculcate effective principles of time management at work and to apply them daily to achieve optimum results. The programme will help them to choose what matters and when it matters which is essential if they want to achieve anything of great value and real worth.



BENEFITS AND OUTCOMES

- Understand the paradox of time management
- Understand their time management styles
- Prioritise daily tasks accordingly
- Increase productivity by getting things done impeccably
- To achieve goals by managing time effectively

COURSE OUTLINE

Day 1 Part 1 (9.00am-1.00pm)

Understanding Your Value at Work

What Constitutes an Excellent Organisation?
What Is Your Purpose and Role in the Workplace?
Why Are You Important to the Organisation?

Enhancing Efficiency at Work (TCQ)

Time (Time Management) • Cost /Quality

Enhancing Effectiveness in Work (VIP)

Value • Improvement • Planning

Time Management

What Is Time?
Activity 1: Perception of Time
The Paradox of Time
Activity 2: How Good is Your Time Management?
Spot the Common Time Monsters

Managing Your Work Style

Activity 3: Identify Your Time Management Style
Time Management Personality Types and Actions to Improve
Activity 4: What are Your Time Cultures?
Monochromic Vs. Polychromic Time

Time Management Tools and Techniques

List of Tools
•Daily, Weekly and Monthly to-do List
•Managing Calendar With Microsoft Outlook
•Doris
•Todoist
•Priority Matrix
Choosing the Tools that Suit Your Work



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LearnerCaster Trainer

Day 2 Part 2 (9.00am-1.00pm)

Review of Part 1

Activity 5: Sharing of Time Management

Managing Your Work

Calling For A Meeting
Setting Appointment
Ways To Manage Emails

Prioritising Your Task

Activity 6: Identify Your Activities
Urgent Vs Important
Getting Your Priorities in Order
Applying the Priority Matrix with Scenarios Analysis

Activity 7: Group Assignment – Priority Matrix in Practice

Prioritising The Goals
Professional and Personal Goals
Applying the Success Matrix
Goals Setting for Success

Activity 8: Sharing of Goals Setting

Keys for Effective Time Management

Eliminating Procrastination
Concentration and Focus
Reduce Interruptions

Dr Sharon Low has ten years of work experience in the oil and gas industry and three years of work experience in the banking industry. With ten years of experience in the oil and gas field, she has established a strong professional knowledge and corporate network in the manufacturing industry. She has also acquired financial knowledge during her time in the banking industry. Sharon has conducted "Managing Your Time Monster" for the Federation of Malaysian Manufacturers (FMM) public and in-house programmes. She is also known for her forte in conducting leadership team building programmes for companies such as Shimano Components (M) Sdn Bhd, Contraves Advanced Devices Sdn Bhd, COHU Malaysia Sdn Bhd, Malayan Flour Mills Bhd etc. Her other in-house programmes include Boosting Productivity through Winning Attitude, The Dynamics of Personal Presence and Building Self Confidence for companies like Bagus Industry (M) Sdn Bhd, Combat Coating (M) Sdn Bhd, Kendek Products Sdn Bhd and the University of Sri Jayewardenepura. Conducting training in Mandarin with Hai-O Enterprise has given her an extra milestone in the training environment.