TIME MANAGEMENT

PROGRAM **OVERVIEW**

PERSONA
Mobilizer

COMPETENCY
Formulating Pathway

SKILL
Planning and Organization

This 1 day program equips leader with essential time management skills, enabling them to plan and organize effectively to achieve team and organizational objectives. Participants will learn practical tools and techniques to prioritize tasks, balance competing demands, and improve productivity.

PROGRAM **OBJECTIVE**

By the end of this program, participants will:

- Develop structured time management
- strategies to plan and prioritize tasks effectively.
- Learn techniques to balance immediate tasks with long-term goals.
- Understand how to align daily activities with team and organizational objectives.
- Build accountability for managing their time and meeting deadlines consistently.
- Enhance productivity by identifying and addressing common time management challenges.

# PROGRAM **OUTLINE**

MODULE 1:

THE FUNDAMENTALS OF TIME MANAGEMENT

- Understanding the importance of time management in leadership roles.
- Common pitfalls in time management and their impact on results.
- Self-assessment: Identifying current time management habits and areas for improvement.

MODULE 2:

### PRIORITIZATION – FOCUS ON WHAT MATTERS MOST

- Using prioritization tools like the Eisenhower Matrix to separate urgent and important tasks.
- Strategies for managing competing demands and handling interruptions effectively.
- Practical exercises to prioritize tasks aligned with organizational goals.
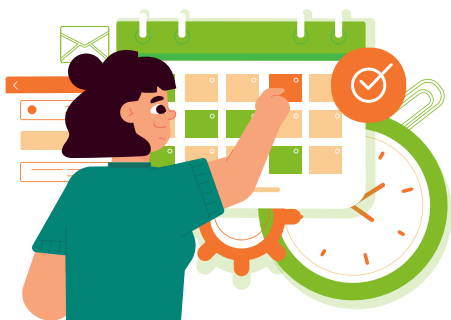
MODULE 3:

PLANNING FOR SUCCESS – BUILDING EFFECTIVE SCHEDULES

- Creating project plans: Work Breakdown Structure
- (WBS) and Gantt charts.
- Time management in projects: setting realistic timelines and milestones.
- Allocating resources effectively to meet project goals.
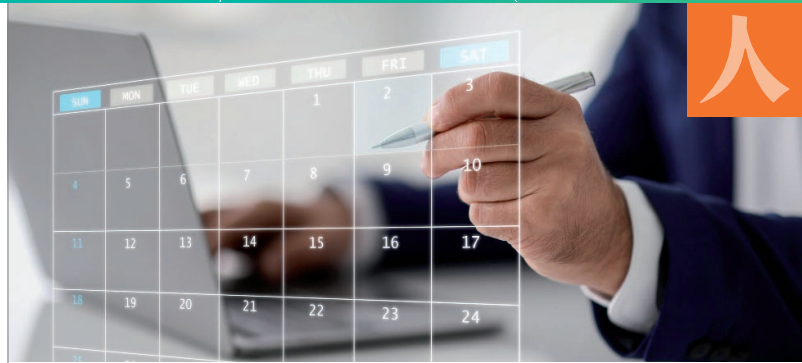
MODULE 4:

OVERCOMING TIME MANAGEMENT CHALLENGES

- Addressing common issues like procrastination, distractions, and inefficiencies.
- Strategies for managing stress and staying focused under pressure.
- Tools and apps to streamline workflows and improve time tracking.

MODULE 5:

ALIGNING TIME WITH GOALS

- Translating broader team and organizational goals into actionable daily tasks.
- Setting SMART (Specific, Measurable,
- Achievable, Relevant, Time-bound) goals to drive results.
- Ensuring alignment between personal priorities and team objectives.

MODULE 6:

BUILDING ACCOUNTABILITY AND TRACKING PROGRESS

- Establishing routines to review progress and adjust plans as needed.
- Reflecting on successes and challenges to refine time management practices.
- Using feedback to improve accountability and time management effectiveness.

Period	Program designed for:
1 **Day**	Specialist, Analyst, Team Member