



PROFESSIONAL
DEVELOPMENT
TRAINING

Time Management Training - Online Instructor-led 3hours

 5808 8521

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 0.5 DAY COURSE

The PD Training Time Management Training Course will help you become more productive and more efficient in your role, and includes training in effective time management strategies such as goal setting, task prioritisation and delegation, applying Pareto's 80/20 rule, managing emails, overcoming the procrastination habit and much more.

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.

This is an instructor-led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, and we use tools such as live polls, private group chats and participants can 'raise their hand' so you *virtually* have the same collaborative classroom based learning experience.

These courses are facilitated in English and are open to people from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Be ready - check your device is ready to go by use this test link.

What You'll Gain:

Understanding, identifying and defining your long-term goals is the very first step when implementing an effective time management solution. With the broader goal in the background, you can now set a series of medium and short-term goals that will effectively lead you to achieving the cherished long-term goals in your life.

By applying the skills taught in the Time Management Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks. This ensures that you achieve the greatest benefit possible with the



limited amount of time available to you. Contrary to popular belief, effective time management is not necessarily based on doing more things in less time.

Outcomes

After Completing this course you will know how to:

- Prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency

Modules

Lesson 1: My Relationship with Time

- Workshop Objectives
- Pre-Assignment Review
- My REACH Profile and Time Management

Lesson 2: Setting SMART Goals

- The Three Ps
- The SMART Way
- Prioritising Your Goals
- Visualisation

Lesson 3: Prioritising Your Time

- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive

Lesson 4: Planning Wisely

- Creating Your Productivity Journal
- Maximising the Power of Your Productivity Journal
- Chunk, Block & Tackle
- Ready, Fire, Aim!

Lesson 5: Tackling Procrastination

- 9 Ways to Overcome Procrastination
- Eat That Frog!

Talk to our expert team

Phone: 5808 8521

Email: enquiries@pdtraining.com.hk