

50 SUREFIRE WAYS TO GET THINGS DONE ON TIME



Also included :
Instructor's Guide
with 5 Training
Activities
Plus Learner's Booklet!

Comprehensive Training Material for
36 hours of training

TRAINER'S BOX

www.trainersbox.net

For General & Technical Questions email us at:

helpdesk@trainersbox.net

Training Content

The Objectives of this training is to make you aware of:

- ✓ Why you need to manage time
- ✓ The 80/20 Rule
- ✓ Develop the right attitude and define values
- ✓ Keep your workspace and desk organized
- ✓ Identify time wasters and how you use time
- ✓ Acknowledge you time management style
- ✓ Set SMART goals and know your 3 P's
- ✓ Assign a realistic workload
- ✓ Focus
- ✓ Use To-Do lists and weekly planners
- ✓ Set up a filing system and sort your hard and electronic files
- ✓ Dumping stuff you don't need
- ✓ Prioritize tasks and batching techniques
- ✓ Manage interruptions
- ✓ Use technology to schedule tasks
- ✓ Delegate and highlight policies and procedures
- ✓ Develop your team
- ✓ Stick to a routine
- ✓ Sleep and exercise
- ✓ Eliminating procrastination from your life

