ITC

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Training schedule

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TIME MANAGEMENT AND PRIORITIZATION TRAINING

Overview:

Time management and prioritization skills are essential for anyone looking to boost their productivity and achieve their goals. In this training, participants will learn how to identify their priorities, manage their time effectively, and overcome common time-wasting obstacles. Through a combination of interactive exercises, group discussions, and real-world examples, participants will gain practical skills to optimize their time and energy.

Objectives:

- Understand the importance of time management and prioritization in achieving personal and professional goals.
- Learn how to identify and prioritize tasks based on their importance and urgency.
- Develop techniques for managing time effectively, including setting realistic goals, planning and scheduling, and overcoming procrastination.
- Discover strategies for handling interruptions and managing distractions.
- Learn how to delegate tasks and manage others' expectations.
- Understand how to optimize your energy levels and avoid burnout.

Effective time management is essential for success in any job. By mastering time management skills, participants in this training will be able to achieve more in less time, reduce stress, and increase their overall productivity. Through a combination of lectures, case studies, and practical exercises, this 5-day program will provide participants with the tools they need to manage their time effectively and prioritize tasks based on their importance and urgency. With these skills, participants will be able to take control of their workdays and achieve their goals with greater efficiency and ease.

Targeted Groups:

- Managers and supervisors with busy schedules
- Team leads managing multiple responsibilities
- Leaders striving to optimize time utilization
- Professionals seeking effective time management techniques
- Individuals aiming to balance workloads efficiently

Planning:

Day 1: Introduction to Time Management and Prioritization

- Understanding the importance of time management and prioritization
- Identifying your priorities and setting goals
- Techniques for managing time effectively

Day 2: Planning and Scheduling

- Creating a realistic schedule
- Breaking down tasks into manageable chunks
- Techniques for overcoming procrastination

Day 3: Managing Distractions

- Handling interruptions and distractions
- Staying focused on your priorities
- Time management tools and technologies

Day 4: Delegating Tasks and Managing Expectations

- Understanding the benefits of delegation
- Techniques for effective delegation
- Managing others' expectations

Day 5: Energy Management and Avoiding Burnout

- Understanding your energy levels
- Techniques for optimizing your energy
- Avoiding burnout and achieving work-life balance