

Manager Time Management Skills Workshop

As a manager, Time is your most valuable asset. If you waste your time you waste your life. If you want to increase your time effectiveness you will learn to prioritize tasks and activities, eliminate unnecessary activities, and manage personal time management skill and your professional time management skill efficiently. Participant's efforts will work on tasks that help them to concentrate on working on their personal goal-setting, focusing tasks on goal-related activities, time management skill activities, time delegation techniques, and applying time management skills to managing their time and their life. Time management skills include determining what to do first and manage your time in an efficient manner. ESAfrica's Time Management Skills for Managers Training seminar is priority driven and through the use of time worksheets and an analysis of participants own time usage each participant will learn to solve their own time and management issues.

This high-powered **Time Management Skills for Managers** one-day working session will help to identify and overcome barriers to effective time and management issues. Proven time management skills, time management approaches and time management skill strategy develop will concentrate on how to help determine how much energy, resources, and task coverage is needed.

Participants will learn how to plan their time and organize their time for their personal success. From now on, checklists and deadlines don't have to be dirty words in your vocabulary! You're not alone in your quest to get organized. You too will learn how to delegate, limit interruptions, and eliminate those piles of clutter on your desktop.

On-Site Training: can be tailored to the needs of client organization and delivered on-site at time and location of client choice.

Objectives:

Participants will learn to:

- Prioritize their To-Do's
- Limit Interruptions
- Delegate Tasks
- Consolidate Tasks & Errands
- Learn to spend more time face to face with subordinates
- Plan effectively and organize paper work
- Gain a balance between professional goals and personal time
- Use time management tools more effectively
- Set goals, prioritize them to determine if activities are time & goal-directed
- Apply a critical-path network system to estimate time and activities required for reaching objectives
- Use less time putting out fires each day
- Delegate and discard the majority of paper that crosses your desk

- Implement effective resource management