

Time and Task Management

時間與日程管理

MEDIUM : English / Cantonese COURSE CODE : TTM

Time is a scarce commodity. Participants will be equipped with the necessary skills to manage time productively.

They will learn how to:

- Schedule priorities
- Remove time wasters
- Motivate self and others

Methodology

Lectures, Case studies, Discussion

Course Outline

1. Planning vs Adhoc

We will define planning and identify why people don't plan, through a *game*.

2. Understanding the Impact of Time

Statistics prove that time is a key contributor to stress levels at work and at home. Through a *questionnaire*, participants will identify if they have any symptoms of poor time management.

3. Importance Vs Urgency: Set Priorities

The participants will classify their activities into importance and urgency categories. They will analyse the way in which their time is spent.

4. Define Time Wasters

The participants will *brainstorm* a list of time wasters and identify solutions to deal with them.

5. Overcoming Communication Barriers

The participants will review how to save time by overcoming communication barriers which might include:

- Misunderstanding
- Wrong channel
- No clarification
- Poor listening

6. The Power of Goal Setting

We will *discuss* why we all need a mission statement. From that, we are able to plan by setting our objectives and goals. The participants will realise the importance of a balanced life by participating in the spiritual, physical, mental and social aspects of life.

7. Action Plan on Dealing with Time Wasters

The participants will *work in groups* to develop an *action plan* on dealing with some time wasters, which might include:

- Meetings
- Telephone Calls
- Procedures
- Reading

8. Assertive Behaviour as A Time Saver

The participants will learn how to develop synergy in a team through:

- Proper delegation and tracking
- Negotiation of tasks