

Time Management for Work-Life Balance

作好時間管理－實踐工作與生活平衡

MEDIUM : English / Cantonese COURSE CODE : TWLB

Work faster, do less and get smarter is the key to time and task management for Work Life Balance

Objectives

The participants will learn how to:

- Master their time investment to get optimum returns
- Set and schedule priorities
- Maintain work life balance
- Design smart task processes

Methodology

Lecture on *updated models, case studies, game and discussion*

Course Outline

1. Work Faster, Do Less and Get Smarter

- Realise the value of the 80>20 rule in time investment to optimize results in an activity.

2. Set Priorities

- Reflect on personal habits of time management and engage in an activity on prioritizing.

3. Set Goals by Knowing Importance vs Urgency

- Understand how to drive actions to reach goals using the Importance vs Urgency concept as a compass.
- Relate models to case studies

4. Work Life Balance – the Will and the Actions

- Learn easy-to-use tools to schedule work and fun activities and to act with flexibility to handle adhoc issues.

5. Multi-Tasking – How Does It Work?

- Discover from research findings the effect of multi-tasking.

6. Reduce Time Wasters

Identify smart and time-saving practices on:

- Meetings
- Email
- Interruptions

7. Delegate Productively

- Gain insight on delegation and plan time investment wisely to develop staff.

8. Get Started on Personal Change

- Be aware of own behavioural style and of ways to address some blind spots.