

Time Management

How to Beat Work Overload, Increase Your Effectiveness and Achieve More

How do you organize your work? How do you set your agenda: do you stick to it or do you run after it? Do you from time to time have the feeling that work has overtaken you and that you are being guided by the red taillights of priorities and obligations? And what about your private life? If all of this makes you want to give up in frustration, don't worry - you are not the only one!

Surprisingly enough, time management problems are most frequently found in jobs that offer a high degree of freedom. Work that involves a lot of internal and external contacts and has very few routine activities is often the hardest to successfully manage.

The 80:20 Rule

This is neatly summed up in the Pareto Principle, or the '80:20 Rule'. This says that typically 80% of unfocused effort generates only 20% of results. This means that the remaining **80% of results are achieved with only 20% of the effort**. While the ratio is not always 80:20, this broad pattern of a small proportion of activity generating the highest returns is the norm in many situations.



In the business world today, if you are not 'lean and mean' with your time the consequences can quite easily take on frustrating forms. Time management is a technique which allows you to get your own work under control. It is related to your work and your attitude.

"The bad news is time flies, the good news is you're the pilot."

-Michael Altshuler

Concentrating on Results, Not on Being Busy

The DOOR Time Management workshop will help optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.

Workshop Participants and Duration

The program is a one-day workshop designed for executives, managers and employees who want to achieve more in less time. People who are determined to free up time that they can spend as they like without wanting to get out of other duties and responsibilities. A small group of 15 to 30 participants is preferred to ensure balanced group dynamics and interactivity.

Your Strategic Leadership Partner

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Objectives

After the workshop, the participants will be able to:

- Recognize more quickly those things that can be done better, more efficiently and more effectively
- Feel that they have more control over their life
- Read more quickly and effectively go through the constant flow of papers and e-mails
- Give others more attention in shorter talks
- Not wait for inspiration but instead start motivating themselves



Topics

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| <ul style="list-style-type: none"> • Insight into time; own time • SWOT analysis on time • The whys of a 70-hour working week • Making an inventory of the starting points • Teamwork and leadership • Working with and not against the system • Self-management • Who are your internal and external customers? • Who deserves how much time? | <ul style="list-style-type: none"> • Anticipating tomorrow; preventing thinking • Handing over and delegating • Preventing that others 'guide' you • The stack of paper • Setting priorities • Time for yourself • Care for colleagues and private life |
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These topics address a wide array of problems at work where time management is needed. However, we customize our time management workshop on specific problem areas where the client deems that time management is essential. This way we provide tools, exercises and activities that are specifically targeted to address the problems and therefore are more useful to the participants.

"Time is really the only capital that any human being has, and the only thing he can't afford to lose."

-Thomas Edison



Highly Participative and Integrative Approach

Our style is highly facilitative and participative. This approach results in a superior degree of client ownership. DOOR clients report long-term satisfaction with the outcomes of this program as they have first-hand experience of being provided with real competitive advantages and improved performance in their organizations.