



Overview:

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments thrust in our direction. The key to tackling this situation is effective time management. Understanding, identifying and defining your core job responsibilities and long-term goals is the very first step for managing your time effectively.

The uniqueness of this program is that each participant brings his/her calendar and learns the art of prioritizing using the Pareto Principle. The critical question that each participant will be able to answer, after the program, will be, **"Am I focusing on the 20% of my activities that will produce 80% of the results?"**

Training Topics:

Organizing Your Day

- 80:20 Rule or Pareto Principle of Time Management
 - Simply put, the 80/20 rule states that the relationship between input and output is rarely, if ever, balanced. When applied to work, it means that approximately 20 percent of your efforts produce 80 percent of the results. Learning to recognize and then focus on that 20 percent is the key to making the most effective use of your time.
- Job Analysis
 - What are the 20 percent of my job responsibilities that produce 80 percent of the results?
- Activity Logs
 - Analyzing Your Time Log
 - Currently, is my focus on the 20 percent?
 - What should I do to include my core responsibilities?
- To-Do Lists
 - Using a to-do list
 - Prioritizing the to-do list



Training Hours:

The duration of the training program will be 3 to 6 hours based on the needs of each client.

Training Methodology:

Our training is carried out in a risk-free environment which encourages trainees to practice the skills that are taught. We use a number of training methods including:

- Simulations
- Interactive Discussions
- Group exercises to enhance the learning process.

Requirements:

- The training will be conducted on a virtual platform (mutually agreed on before the session)
- Maximum number of participants will be 15 per session