

TIME MANAGEMENT (TM)

**8-12 hours
(8-12 PDUs)**

In Virtual or Classroom Format

AFTER THE COURSE YOU WILL

- ❖ be able to set goals using SMART concept.
- ❖ be able to understand the performance curve and take advantage of it.
- ❖ be able to concentrate on results, not on being busy.
- ❖ be able to use some simple tools to plan and keep control of your time.
- ❖ be able to use your time effectively, not just efficiently.
- ❖ Avoid time thieves

TRAINING METHOD

We apply a training method based on “learning by doing”. This means optimizing your learning by combining the trainer’s input with your own experience and active participation.

You will experience a course with a high energy level and a lot of fun.

The course fee includes documentation covering all the topics.

In combination with the course GreenlightPM also offer help in order to apply what you have learned; through workshops and mentoring/coaching.

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Personal Time Management skills are essential skills for effective people and one of the most important factors for making projects successful. People who use techniques routinely are the highest achievers in business and are able to function exceptionally well, even under intense pressure.

In this course you will learn how to take control of your workload, to concentrate your effort on the things that matter the most by making a better use of your time, ... both from working and personal perspectives.

“Time is the most valuable asset we have, take advantage of it!”

SUBJECTS

- ❖ Understanding the real value of your time.
- ❖ Urgencies and priorities
- ❖ How to start the day and daily follow-up
- ❖ Maintain focus: keep control of your time.
- ❖ Planning, setting priorities, monitoring, steering and managing your time
- ❖ Methods, tools and Techniques, for:
 - Goal Setting
 - Focus
 - Planning
 - Delegation
 - Prioritization
 - Self-awareness
 - Self-motivation
 - Decision Making
 - Problem Solving – based on Cynefin
 - Kanban
- ❖ The 80:20 rule; the Pareto Principle
- ❖ Case studies and Exercises

TARGET GROUP

The primary target groups for this course are:

- ❖ Project and Program Managers
- ❖ Project Members
- ❖ PMO Staff
- ❖ Line Managers
- ❖ Core 3 Team members