

Program Objectives:

By the end of the program, participants will be able to:

- Define time and its components.
- Identify and manage time wasters.
- Set goals and objectives
- Learn how to prioritize.
- Suggest various ways and techniques to manage time and lower stress levels.

The Approach

The training approach is fun and interactive. The aim is to clarify the fundamental concepts and topics of the program.

The training will be highly interactive and participants will be encouraged to share their ideas, and will be motivated to contribute to the learning process, actively seek answers to their questions and maximize the benefits of training.

Training approach will not follow the typical lecture style. Trainers will focus on using Visual .Hearing .Feeling VHF tools instead of traditional speech style.

Program outline

First topic

- Realize the real value of your time
 1. Time is your real capital.
 2. The Myth: “I don’t have enough time”.
 3. How many lives you will live?
 4. Take control of your life.

Second topic

- Diverse and effective strategies to turn every moment of your life into a chance for growth and development:
 1. Manage your sleep time (If you fail to manage your sleep; you feel to manage the whole day). (Includes **Video show**)
 2. To manage your time; you need “Balance” in your life.
 3. The Urgent & Important matrix. (Includes **Groups exercise and a video show**)
 4. Do it now... don’t delay.
 5. Be Courageous, and learn how to say: NO.
 6. Beat Procrastination & Eat “Live frog” every morning!! (Includes **Video show**)
 7. Tell me how you invest in your spare time; I tell you who you are.
 8. How to benefit from your spare time? (Includes **Case study**)
 9. The culture of “Punctuality”.
 10. Set starting and ending time for each job.
 11. When to delegate tasks to others? And when to do it yourself? (Includes **Video show**)

12. Patience and time management.
13. The impact of time on creativity. (Includes **Video show**)
14. Pay more to save time.
15. Does sickness steal your time? And how to invest it?
16. To enjoy your life and achieve goals, take care of your health.

Third topic

- Thieves who steal your time (Who steal your life)
 1. Lack of clarity in communication. (Includes **Case study**)
 2. Laziness and procrastination.
 3. Incomplete works.
 4. Distraction and lack of focus.
 5. Doing works by wrong/unspecialized people.
 6. Spending more and longer times on things, like long reports, long meetings, etc... (Includes **Video show**)
 7. Gossips and Chit chat.
 8. Mess and disorganizing.
 9. Repetition of doing works.
 10. Inefficient tools and equipments. (Includes **Video show**)
 11. Your mobile!
 12. Are you a TV and Internetholic
 13. Wasting time in some business meetings
 14. Casual visits and visitors who like to drink tea/coffee in your office!
 15. A lot of business trips

Fourth topic

- Practical solution and tools to manage your time.
 1. Using “Diary”. (Includes **Groups exercise**)
 2. Using “Checklists”.
 3. Using “To do List”.
 4. Using “The shared calendars”

