

OUTLINE PROGRAMME

Time Management

- 1 General Concepts of Time Management**
- 2 Keeping a time log**
- 3 Efficiency and Effectiveness**
- 4 Time thieves**
- 5 Procrastination**
 - a. Reasons for Procrastination
 - b. Solving and coping with the problems
 - c. Remedies
- 6 Using Daily Schedules**
 - a. List of tasks, activities and deadlines
 - b. Estimate the time for tasks
 - c. Allowing 'buffer' time for tasks
- 7 Setting Priorities**
 - a. Deciding priorities
 - b. Advantages of priorities
 - c. ABC analysis
 - d. Delegation
- 8 Planning**
 - a. Short and Long term
 - b. Scheduling
 - c. Aids to planning
- 9 Consultation**
 - a. Discussion
 - b. Clarity of tasks
 - c. Consolidating time
 - d. Flexible schedules
 - e. Setting deadlines
 - f. Thinking time
- 10 Controlling Time**
- 11 Leadership**
 - a. Professional skills
 - b. Operational skills
 - c. Specialised skills
 - d. Over-management
 - e. Chronomania
 - f. Strategician syndrome
- 12 Job Analysis**
- 13 Job Description**
- 14 Work Analysis**
- 15 Attitude**
 - a. Performance Curve
 - b. Productive and non productive times
- 16 Time for yourself**
- 17 Dealing with interruptions**
- 18 Dealing with paper**



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