

MASTERING TIME & SELF MANAGEMENT

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

www.astrotech.co.za

training@astrotechtraining.co.za

011 582 3200



COURSE OVERVIEW

"Time goes, you say? Ah, no! Alas, Time stays, we go." Henry Austin Dobson. Time management and self-management are two skills which once mastered can have the single-most impact on overall job performance and effectiveness. They are essential skills for all successful people irrespective of your career choice. If you can identify and focus on the activities that give you the greatest returns you will dramatically increase your chances of becoming a high achiever. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things. The key is to concentrate on results, not on being busy. If you or one of your team could benefit from learning the skills and techniques of effective time management and self-management, AstroTech offers a training programme on "Mastering Time Management & Self Management: Become a High Achiever". The course covers the following key topics:

WHY IS TIME MANAGEMENT IMPORTANT?

- Dealing with conflicting priorities
- Planning the best use of your time
- Planning for the unexpected
- Effective multitasking
- Forward planning to avoid fire fighting
- Getting advice & using knowledge from others
- Managing multiple priorities based on importance & urgency
- Analyse your work habits & determine areas for improvement

SELF MANAGEMENT IS KEY

- Setting & Achieving goals
- Self management
- Avoid over-committing yourself
- Ensuring that you have time to think
- Overcoming procrastination
- Working smarter and not longer
- Learning how to focus
- Reduce stress by being more in control
- Improve communication
- Focussing on Outcomes
- What is "Good enough"?
- How flexible should you be?
- Identifying & eliminating time wasters
- Handling items once only
- Balance your work & home life
- Recognising "Have to's" / "Want to's"
- Knowing if you are overloaded or under-productive
- Having clear expectations & objectives

PRACTICAL TOOLS & TECHNIQUES THAT WORK

- The Pareto Principle/"80:20 Rule"
- Daily planning techniques
- Simple project management
- Using time & activity logs
- Techniques for decisiveness
- Producing plans & schedules
- Developing an effective task list
- Using MS Outlook to increase productivity
- Using Prioritising systems to maximise your productivity
- Understanding critical paths and how to apply them to best manage your tasks
- Using time management tools effectively
- Systems to increase productivity & help organise your office
- Using technology to assist you manage your time
- Identifying the important from the unimportant
- Identifying which are low-value tasks and which are high-value tasks
- Identifying the steps in achieving your goals

THE IMPACT OF YOUR ENVIRONMENT

- Desk management
- Organising your office & workstation
- What should be filed?
- Creating an environment for peak productivity

THE IMPACT OF OTHERS

- Managing meetings more productively and effectively
- Knowing which meetings you should attend
- Delegating-even if you're not the boss
- Knowing when you should say "No"
- Dealing with e-mail overload
- Managing your phone calls & e-mails
- Managing & reducing distractions & interruptions
- Dealing with time wasters such as visitors, e-mails & the internet
- Co-ordinating others activities to ensure that you achieve your goals
- Managing your dependencies on others
- Barriers to effective delegation:
 - I can do it better
 - The task is unpleasant
- Managing your manager
 - I want to retain control
 - I can do it faster

... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Anyone wanting to increase their productivity
- Anyone aiming to outperform their peers and co-workers
- Anyone who feels they can improve their time management skills
- Anyone who feels that they are not performing to their full potential
- Anyone who can benefit from improved organisation and self-management

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Be able to set & achieve goals
- Increase productivity
- Know how to manage your priorities effectively
- Take away tools & techniques to become a high achiever
- Be able to consistently focus on priorities
- Regain a feeling of control

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.