



## Effective Time Management

Duration: 1 Day Course Code: GK2948

---

### Overview:

Project Managers are asked to do more with less faster than ever before. In this short course, you'll learn techniques to help you avoid spending your day in a whirlwind of activity that leaves you exhausted, yet with very little accomplished. You'll learn how to manage priorities, organize your activities, execute without delay, and take back control of your day.

---

### Target Audience:

PMP®-certified project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members who want to continue to develop their skills and renew their PMP certification.

---

### Objectives:

- At the end of this course delegates will be able to;
  - How to focus
  - Discover your real priorities
  - Set goals related to those priorities
  - Track your progress
  - Key stress management techniques
  - Return productivity and efficiency to your day
- 

### Prerequisites:

Before attending this course delegates must have the following skills or knowledge before attending this course;

- PMP® certification
- Introduction to Project Management
- IT Risk Management
- Applied Project Management
- PMP® Exam Prep Boot Camp

PMP is a registered mark of the Project Management Institute, Inc.

---

## Content:

### Is there really anything new?

- Dr. Samuel Johnson: People "more frequently require to be reminded than informed."

### Can you really keep up?

### Dealing with procrastination - Do it now!

- "The now habit"

### Conflicting advice - why so many choices?

### How to discover your real priorities

### How to make time for your priorities

- ABC analysis
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)

### How to set goals - self management

### Tools and techniques for planning and scheduling time

### Tracking techniques - activity logs

### Ignore the noise!

- How to manage your e-mail
- Empty your Inbox or keep the count near zero
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)
- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold

### How to deal with interruptions

### How to carve out your "me time"

### How to say "no" and still live to work another day

### Delegation techniques

### How to "decompose" your work into achievable, actionable byte-sized pieces (action plans)

### Understanding when you are at your best

### When to use technology and when not to

### How to work with other people to achieve common goals

### Set aside time for. nothing (catching the brain-rain)

### Get enough: sleep, exercise, food, rest, play (It's all about balance!)

### Overwork (burnout bound!)

- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)

- Pareto analysis
- Fit
- It's all about three folders: Action, Archive, and Hold
- Telephone techniques
- One-on-one encounters
- Step away from the computer!
- Focus on the present
- Pay attention! (Ignore all the beeps and blats)

To-do lists that work! (task list vs. priority list)

- Getting things done - the four criteria model

Setting deadlines

Purge, simplify, and organize

Dealing with change

---

## Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

[training@globalknowledge.ae](mailto:training@globalknowledge.ae)

[www.globalknowledge.com/en-ae/](http://www.globalknowledge.com/en-ae/)

Global Knowledge, Dubai Knowledge Village, Block 2A, First Floor, Office F68, Dubai, UAE