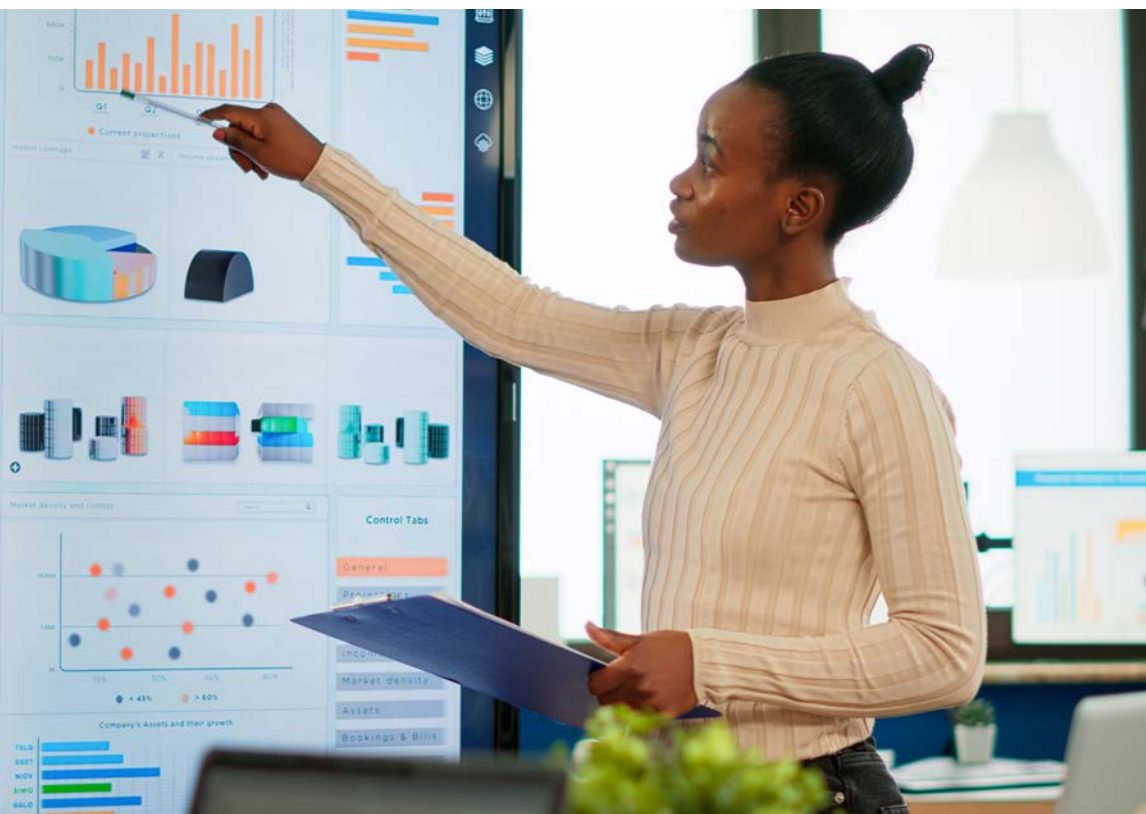




Time Management



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| TIME MANAGEMENT

MODULE 1: **Plan SMART**

The ability to set goals is the starting point of a journey towards success. This module unpacks the importance of setting goals as a prerequisite for achieving success, be it at work or in personal life. Then, it explains how your workforce can set goals using the SMART method. After completing this module, they will be able to set goals that are specific, measurable, achievable, relevant and time-based.

MODULE 2: **Handle Obstacles**

Once the obstacles to achieving a goal are understood and dealt with, accomplishing a goal becomes less complicated. This module helps your workforce to understand the common obstacles that can stop them from achieving their goals. Then, the module describes ways to overcome each obstacle type. In the end, your workforce will be clear about what to expect when implementing their plans as well as how to overcome obstacles such as lack of information and skill, beliefs and fear, issues with motivation in addition to time constraints.

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MODULE 3: Progress towards Goals

Time is a fundamental dimension for the achievement of any goal. This module deals with the ground rules which your workforce should contemplate when dividing their goals into tangible plans. These rules will help them to progress faster towards achieving their goals. After learning the contents of this module, your workforce will understand how to execute a plan to achieve their goals in light of elements such as priorities, deadlines, extra time and procrastination.

MODULE 4: Plan Priorities

Planning is an essential step in every process. This module impresses upon your workforce the six-step framework that supports priority planning. Then, it focuses on the aspects that your workforce should consider for each step. After being exposed to the contents of this module, your workforce will better understand the rationale behind planning their priorities and ensuring maximum efficiency at implementation stage.

MODULE 5: Prioritise Tasks

Task prioritisation is a fundamental skill in ensuring efficient goal accomplishment. This module addresses the fundamental rules that your workforce should follow when considering their priorities. Then, it explores each rule and further supports the explanation with an example. In the end, your workforce will be able to understand the fundamental concepts that inform the process of prioritisation.

MODULE 6: Plan a Productivity Cycle

Every goal depends on the completion of small actions. This module examines the elements that your workforce should consider when making decisions during implementation. To further explore this, the module enumerates six important questions that your workforce should reflect upon when planning their productivity cycle. By grasping the concepts in this module, your workforce will be able to make better daily decisions regarding the tasks and actions that will contribute towards the accomplishment of their goal.



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MODULE 7: Plan Goals

The ability to make daily decisions in light of set goals is crucial to achieving them. This module defines the concepts of long, medium and short-term goals. Then, it links these to the obstacles that your workforce will have to deal with, on a daily basis, when planning their goals. Then, each obstacle type is unpacked and supported with an example. In the end, your workforce will be able to better focus on their goals by knowing how to deal with interruptions, crisis and by making better decisions about resting periods

MODULE 8: Use Goal Types

Different goals require different time frames. This module examines a goal considering the amount of time required for it to be achieved. Then, through an example, the module unpacks small, medium and long-term goals and the way in which each goal type builds on the previous one. By grasping the concepts examined in this module, your workforce will be able to better plan on how to achieve goals that require longer time frames.

MODULE 9: Create an Action Plan

The accomplishment of a goal relies on a clear action plan. This module impresses upon your workforce the importance of creating an action plan. Then, it presents a six-step framework that will assist your workforce in creating a clear action plan. During this module, each step is explained and supported with an example. In the end, your workforce will be able to create action plans in line with their established goals.

MODULE 10: Use Scheduling Tools

Effective time management is a fundamental requirement for achieving goals. This module explains the benefits of using scheduling tools. Then, it examines the specificities of four different scheduling tools and how they can benefit your workforce in managing their time. In the end, your workforce will be able to better schedule their time which will ultimately promote effective time management.

MODULE 11: Work your Plan

Goal accomplishment relies on sound execution. This module impresses upon your workforce the need to constantly revisit their action plans during implementation. Then, it further expands this concept through an example. The contents of this module will help your workforce to use their action plans as a tool for tracking progress. Moreover, they will be able to understand the impact of a missed deadline in relation to other tasks that form part of their action plan.



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MODULE 12: Deal with the Unplanned

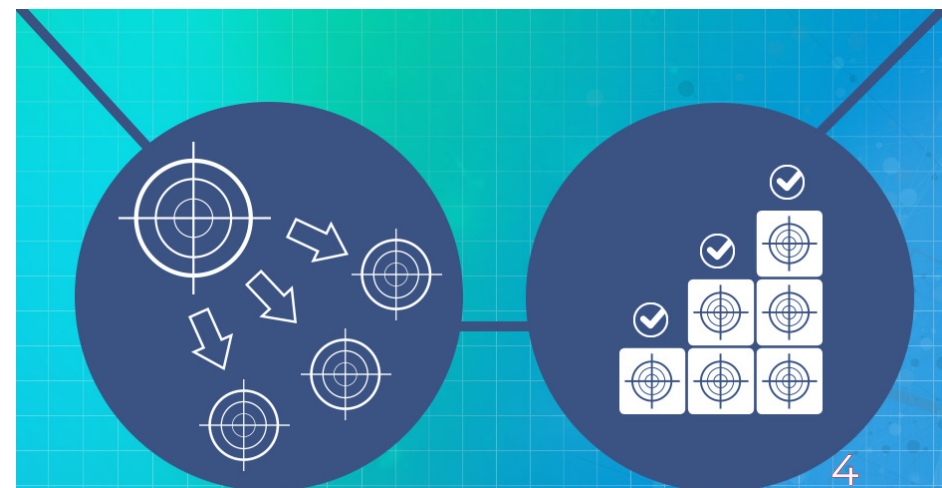
The ability to prioritise unplanned tasks is crucial for time management. This module clarifies the fundamental concepts of importance and urgency. Then, it elucidates your workforce on how to prioritise tasks using the time management matrix. Lastly, the module unpacks each priority level and provides an example. After completing this module your workforce will be able to prioritise tasks that they didn't plan for, without affecting the expected progress towards the achievement of their goal.

MODULE 13: Stop Wasting Time

Timewasters can profoundly affect the progress towards a goal. This module draws your workforce's attention towards the actions that stop them from focusing on the important tasks. Then, it describes a four-step method that will help your workforce to identify and deal with timewasters. After this module, your workforce will be able to identify timewasters and eliminate them from their lives by developing new routines.

MODULE 14: Check your Progress

The phase of progress review is key in ensuring a sound action plan execution. This module emphasizes the importance of comparing actual and planned progress at any given point. Then, the module explores a four-step approach that helps to monitor progress. After completing this module, your workforce should be able to determine whether they are progressing towards their goals as quickly as expected, as well as ways in which they can increase overall efficiency during implementation.



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