



CORPORATE
COACH GROUP

One Day Time Management Training

Do you ever have those times when you've been busy all day but you feel that you have not achieved what you need to?

Do you ever feel overwhelmed by the sheer volume of the work to be done?

Do you ever feel more negative than positive?
Then, our time management-training course will help you.

Benefits of this time management course

Our time management-training course will help you to become:

- More productive but less busy
- More organised
- Less stressed
- More motivated

Time management course objectives

- To learn the difference between being “busy” and “productive”
- To learn the time management matrix
- To apply the Pareto principle (80/20 Rule) to time management issues
- How to prioritise using decision matrices
- How to beat the three most common time wasters
- How to plan ahead
- How to handle interruptions
- How to maximise your personal effectiveness
- How to say “no” to time wasters
- How to delegate in the right way for the right reasons
- Develop your personal effectiveness to get more done in the same amount of time.
- Develop your personal initiative and beat procrastination
- Develop a positive mental attitude and use ambition as the motivator rather than fear.
- Develop your own individualised plan of action.

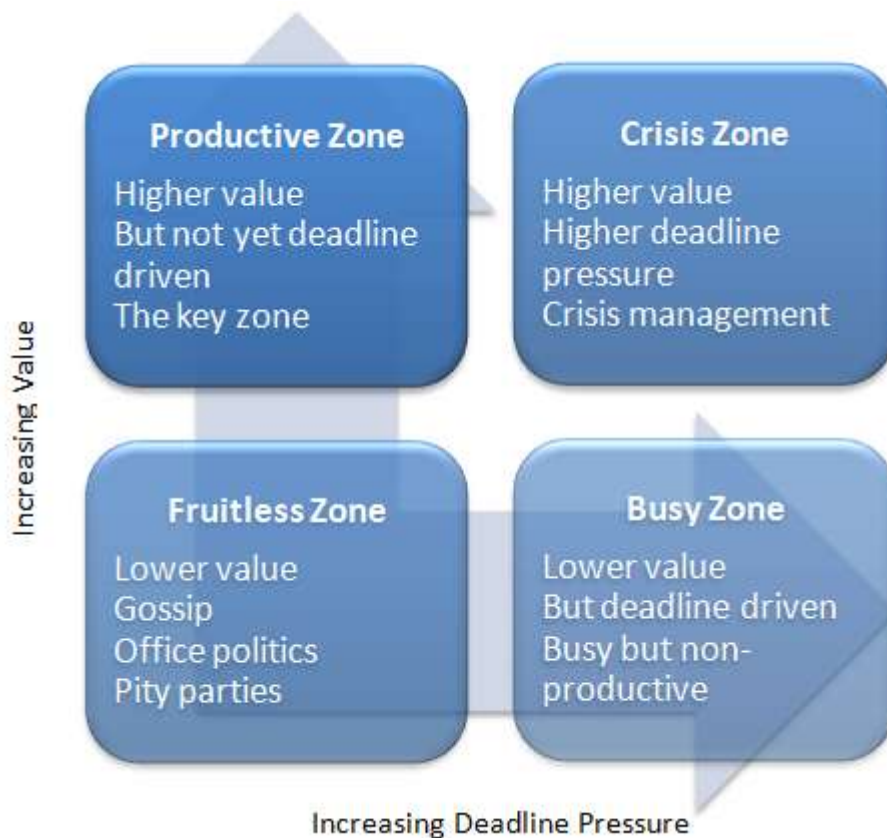


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Time management and personal effectiveness course agenda

Time management training AM

1. Time management means operating according to your plan, not your mood
2. Your plan should reflect your priorities
3. Four types of work activity CRISIS, PRODUCTIVE, BUSY and FRUITLESS



4. Distinguish between being “busy” and being “productive”
5. Why many people are too “Busy” but still have relatively NON productive days
6. How to be more “productive” whilst being less busy
7. The what, why and how of effective delegation
8. How to handle interruptions
9. The Pareto principle: 80/ 20 rule and its application to time management.
10. The assumption of “The ONE in the MANY” and its application to time management
11. Fifty five time management tips (one liners)
12. Speed up meetings with the priority order decision matrix
13. “Yes or no” and “which one” decision matrix
14. Planning ahead
15. On saying NO to those who would waste your time



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Personal Effectiveness Training - PM

Create and sustain a Positive Mental Attitude

Positive Mental Attitude: How it affects tangible results

1. Positive mental attitude. How it works
2. Positive mental attitude techniques
3. Manage your own mind. (Do not allow your thoughts or language to become destructive)

Learn the EDISON success formula

1. Know your outcome
2. Formulate your best plan in writing
3. Take decisive action
4. Gather and evaluate the feedback. Both positive and negative
5. Make progress by continually adapting and evolving

Recognise that the success formula is a continuous process

Avoid the opposite: How to fail...

1. Indecision or unclear targets
2. No written plan - wing it
3. Procrastination – put it off
4. Become too disheartened in the face of setbacks and disappointments
5. Stand still. Do the same thing this year as you did last year

Final summary

How will this training help you to get the best from yourself and others?