

# Advanced Time Management

## Skills Training Description

### **Define Goals**

- How to have goal-oriented thinking?
- How to formulate your goals?
- What is important to focus on and what should be left out?
- What does it mean to *place yourself first*?

### **Eliminate Unnecessary Stuff**

- What is the grand rule of productivity?
- What are two fundamental laws of productivity that can significantly help you get more done?
- What is the secret to success and how knowing this can make you more productive?
- How many different ways can you delegate a task?
- How to increase the efficiency of your phone conversations?
- Is there a way other than multi-tasking to save time?

### **Handling Meetings**

- What strategies can you use to increase productivity while attending meetings?
- How can you avoid face-to-face meetings to increase productivity?
- When and how to use alternative methods of communication?

### **Managing Your Habits**

- Why people develop a bad habit?
- What does it mean to be disciplined?
- How can you be disciplined?
- How to use a *6-Steps technique* to eliminate a bad habit?
- How to beat the urge of falling back to bad habits?

### **Automate Everything**

- What can be automated and why this matters?
- How to implement a universal task management system?
- What are the critical points to consider when considering such a system?
- How to take advantage of automatic reminders to program yourself?
- How to log your life and why is this significant?
- Digital or paper; what are the advantages and disadvantages of each type to manage tasks or log your life?
- How to control and engineer your internet browsing habits?

## Advanced GTD

- How to make sure tasks don't get stuck in your "Next Actions" list?
- How to stop procrastinating and get things done?
- How to formulate actions?
- When and how to review your GTD time management system?

## Managing E-mails

- When is the ideal time to respond to e-mails?
- How to prioritize and filter emails to reduce time spent handling unnecessary e-mails?
- How to process e-mails? What are your options after reading an e-mail?
- What are the fundamental productivity principles of e-mail management?
- What is an ideal folder structure and e-mail workflow?
- How to minimize slow moving e-mail conversations?
- How to manage e-mail when you are on the move?

By the end of this course the delegates will be able to:

- **Re-evaluate and simplify your goals** to increase your productivity
- **Focus on what is most important** and use techniques to **simplify everything** to boost your productivity
- Use a series of techniques to **save lost time in meetings** and use alternative means of communication according to your needs
- Use a **step-by-step technique to replace your bad habits** with good habits and increase your productivity
- **Automate** your notes and tasks, **program yourself for good habits**, engineer your environment and **monitor yourself** to increase efficiency
- Improve your current time management system using **advanced GTD techniques on action formulation, periodic review** and prioritization
- Process e-mails systematically using **advanced e-mail management techniques** such as automation, task management, filtering and frequency control