

Priority Setting & Planning

“If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got.” Lee Iacocca

Course Outline

- Time Management facts and myths
- How did traditional proverbs shape our concept of time?
- Time as a scarce resource
- The importance of managing time
- Components of time management
- Time Management as a management process
- Creating a culture of Time Value
- The 20 /80 Rule of time management
- Planning with SMART objectives
- Urgent/ Important Matrix
- Effectiveness and Efficiency Quadrants
- Prioritizing- The Big Rocks and Stones
- Effective meetings management
- Office Organization
- Delegation
- Manager’s Monkeys
- Using the telephone and voicemail effectively
- Are you overworked or just busy?
- The part of sevens:
 - The seven ideas to make time last longer
 - The seven ideas to make work less time consuming
- Finding your prime time
- Enforcing the use a daily planner collectively
- The individual action plan

Learning Objectives

By the end of the program, participants will be able to:

- List barriers to successful time management.
- Write SMART goals and explain their benefit.
- Demonstrate how to say “no” .
- Delegate tasks and assignments.
- Know how to deals with monkeys and gorillas.
- Develop an action plan for better use of time.
- Learn the importance of setting and prioritizing goals and objectives.

Who Should Attend

Entry and Supervisory staff members

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45
Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com