



For Your Successful Performance Solution



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## Development Training

### Course Details

**Code:** **PS4** – Contact Dwight Davis for arrangements regarding this course.

**Name:** **PERSONAL ORGANIZATION & TIME MANAGEMENT SKILLS**

**Type:** Team and Personal Skills Development for employees, supervisors, and managers

**Duration:** 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements.

**Description:** This course will provide your employees with a comprehensive understanding of personal organization and time management skills.

The topics to be discussed are as follows:

- Taking a personal organizing audit
- The paperwork crisis and solution
- Organization and scheduling priorities
- Delegation and elimination
- The fine art of filing
- The “basics” of time management
- Shaping your workday
- The concentric circles of time management
- Five action steps to increased productivity
- Mastering the time wasters
- Solution for the procrastination problem
- Finding your optimum workstyle

**Objectives:** Upon successful completion of this training, your employees will be able to have an improved understanding of personal organization and time management skills. These skills will help the participants to improve their personal processes and increase their personal productivity

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There are two (2) presentation packages for this course with handout packages for participants.

“Personal Organization Skills” – 19 pages.

“Time Management Skills” – 28 pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be “fun” as well as educational! You learn MORE when you are having fun!