

# Advance Time Management

## DESCRIPTION:

Time management starts with the commitment to change. Time management is easy as long as you commit to action. The key to successful time management is planning and then protecting the planned time, which often involves re-conditioning your environment, and particularly the re-conditioning the expectations of others. Time management enables each of us to improve and be more productive and fulfilled individually, so logically the effects across whole organizations of good or poor time management are enormous. The collective implications of wasted time, and happily also the benefits of increasing personal productivity, are immense.



## OBJECTIVES:

By the end of this session you 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

## TRAINING CODE:

ATMPD 15

## DURATION:

15 hours / 3 hours for 1 day

## MODE OF DELIVERY

- presentations
- group discussions
- role-playing
- self-assessing exercises

## DESIGNED FOR:

This course is suitable for

Level 2,3 & 4

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
- Negotiation

#### **OUTLINE:**

- Eliminate unnecessary stuffs
- Handling meetings
- Managing your habits
- Automate everything
- Advanced GTD
- Meeting e-mails

#### **CONTACT DEPARTMENT**

Personal Development Department  
3307321  
zarana@csc.gov.mv

#### **CONTACT CSTI**

CSTI : 3303997  
WWW: <http://csti.gov.mv/>  
FB: [facebook.com/cstimv](https://www.facebook.com/cstimv)  
Twitter: @CSTImv