

# Simplify your time

## DESCRIPTION:

Time - it is something that money cannot really buy, and something that many of us would like more of! And, with the breakneck pace of work today far outweighing what we had to contend with even a few decades ago, many of us could achieve so much more with a little more time on our hands.

In this workshop, we will be looking at strategies that you and others in the organization can use to create more time for yourself, for others and for the company. With these, you can get a lot of work accomplished without time pressure, or spend time doing more of things that you enjoy. It's unlikely that every one of these strategies will fit your own circumstances. However, some of these strategies are sure to help!

## OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- Recognize signs of chronic disorganization.
- Learn to clear your desk of clutter and create a filing system.
- Identify the most common interruptions time and working ways to eliminate them.
- Determine why and where you procrastinate and overcome procrastination.
- Apply the practical techniques, concept and strategies developed through this program



## TRAINING CODE:

SYTPD 08

## DURATION:

08 hours / 2 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)

## 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

## OUTLINE:

- Controlling the demands
- Time wasting culprits
- Time and self-management
- Procrastination
- Simplify your communication
- Simplify your email
- How to stop disruptions
- Simplified ways of preventing interruptions for all office workers who interrupt themselves