

# TIME MANAGEMENT TECHNIQUES FOR ADMINISTRATIVE PERSONNEL

AVAILABLE FOR OFFLINE & ONLINE

Administration  
and Customer  
Service  
Series

## OVERVIEW

At various stages in life, we often face the stress of having too much to do with too little time. When overwhelmed, we tend to neglect time management, even though it's precisely when we need it most. Effective time management skills are essential for handling work overload. Prioritizing and planning are crucial for both business and personal life. Without proper planning and prioritization, it's difficult to focus on productive activities, leading to wasted time and increased stress. Understanding how you spend your time and addressing any inefficiencies is vital. This training will help you recognize areas for improvement in your time management and provide tips for dealing with common time management issues, ensuring better planning and productivity.

## WHO SHOULD ATTEND?

- ✓ This workshop is designed to empower participants at various levels to learn and integrate time management, planning, and organizational skills into both their personal and professional lives.

## OBJECTIVE

Value and understand the basic concepts of time management.

Categorize yourself as either monochronic or polychronic to better understand your time management style.

Determine how to rearrange your priority list based on current time management practices and identify improvements.

Apply this matrix to effectively prioritize tasks at work.

Establish achievable goals for work-life balance and create a life plan through transformative exercises.

Incorporate a simple 15-minute daily routine to ensure nothing is forgotten, and set reachable goals to manage stress across work, home, and play.