

# EFFICIENT TIME & MULTITASKING MANAGEMENT SKILLS

## OVERVIEW

Until we can manage time, we can manage nothing else – Peter F. Drucker. With each passing second, our time at work and on earth becomes shorter and if we failed to manage it efficiently and effectively, we can lose all sorts of opportunities – which can result in unhappiness, demotivation and stress.

To improve life's quality and achieve desired, meaningful success, the ability to manage time becomes paramount. To do so, one needs to reshape his/her mental model, and develop as well as practice the required skills and techniques – including multitasking.

This session aims to improve organizational and individual performance as well as life's quality via enhancing the participants' ability to manage time.



## OBJECTIVES

DESCRIBE THE CHARACTERISTICS OF TIME

DISCUSS CAUSES AND CONSEQUENCES OF TIME LOSS

ELABORATE THE IMPORTANCE OF EFFECTIVE TIME MANAGEMENT

DISCUSS THE BEHAVIOURS OF AN EFFECTIVE AND EFFICIENT PERSON-EMPLOYEE

DESCRIBE THE KEY SKILLS REQUIRED TO BE A HIGH PERFORMER AT WORK

ENHANCE THEIR LIFE QUALITY BY PRACTICING TECHNIQUES SHARED

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