



SELF MANAGEMENT

2 DAYS WORKSHOP



Personal self management skills are essential for professional success in any workplace. Those able to successfully implement self management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The Self Management workshop will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

WORKSHOP OBJECTIVES

- ⌚ Plan and prioritize each day's activities in a more efficient, productive manner
- ⌚ Overcome procrastination quickly and easily
- ⌚ Handle crises effectively and quickly
- ⌚ Organize your workspace and workflow to make better use of time
- ⌚ Delegate more efficiently
- ⌚ Use rituals to make your life run smoother
- ⌚ Plan meetings more appropriately and effectively

[COURSE OUTLINE](#) >>>

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COURSE OUTLINE

MODULE 1 Getting Started

- Workshop Objectives
- Pre-Assignment Review

MODULE 2 Setting SMART Goals

- The Three P's
- The SMART Way
- Prioritizing Your Goals
- Visualization

MODULE 3 Prioritizing Your Time

- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive

MODULE 4 Planning Wisely

- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Chunk, Block, and Tackle
- Ready, Fire, Aim!

MODULE 5 Tackling Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

MODULE 6 Crisis Management

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

MODULE 7 Organizing your Workspace

- De-clutter
- Managing workflow
- Dealing with e-mail
- Using calendars

MODULE 8 Delegating Made Easy

- When to delegate
- To Whom Should You Delegate?
- How Should You Delegate?
- Keeping Control
- The Importance of Full Acceptance

MODULE 9 Setting a Ritual

- What is a Ritual?
- Ritualizing Sleep, Meals, and Exercise
- Focusing on Progress

MODULE 10 Meeting Management

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting Was Worthwhile

MODULE 11 Alternatives to Meetings

- Instant Messaging and chat rooms
- Teleconferencing
- E-mail Lists and online groups
- Collaborating applications

MODULE 12 Wrapping Up

- Words from the Wise
- Teleconferencing
- E-mail Lists and online groups
- Collaborating applications

CONTACT US



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