AVEREST
TRAINING & CONSULTING

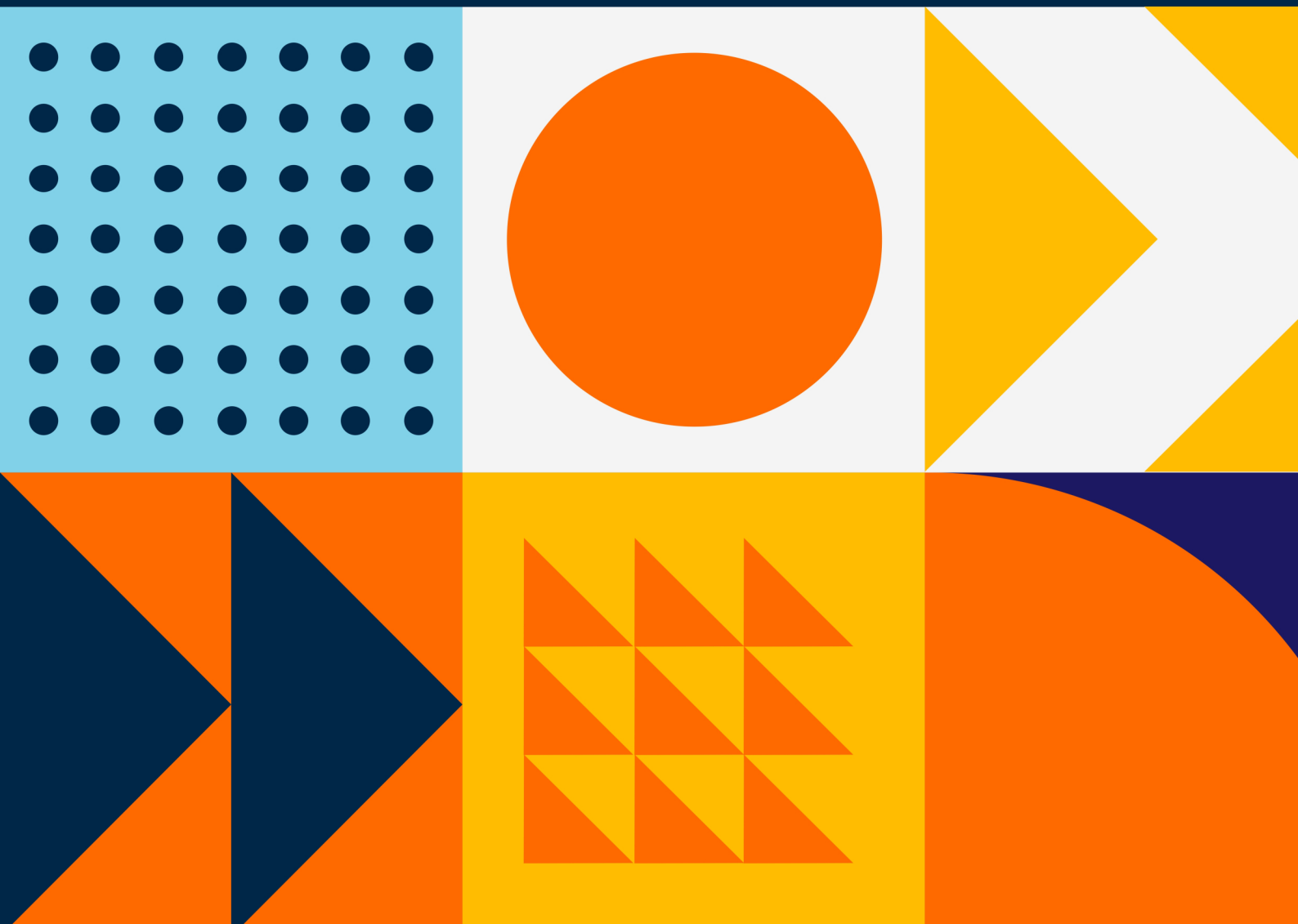# We do IT
to inspire.

Workshop:

Time Management Training

About Us

who we
are.

Averest is one of the leading and fast-growing companies specialising in Information Technologies, Cyber Security, Cloud Computing, DevOps, Artificial Intelligence, Agile and Scrum, and Project Management, which is based in the United Kingdom and Turkey. Averest provides high-quality tech-accredited training and business solutions to its clients on these topics and more.

Why You Should Learn With Us?

We offer accredited Programs that are available for anyone wishing to acquire skills and gain professional certification to take their career to the next level.

- **100+ Premium Programs**

  Choose the appropriate program, date and region for your occupation.

- **50+ World-Wide Accredited Certifications**

  Get certified by global certification bodies and deepen your expertise.

- **500+ Expert Advisors**

  Get together with professional trainers who are experts in their professions.

- **100.000+ Professionals Trained**

  We help many of the world's leading companies to build their tech and digital capabilities.

AVEREST

Our partners.

ISACA

EC-Council

DevOps INSTITUTE

Project Management Institute

(ISC)²

IIBA

OFFENSIVE security

CERTNEXUS

PECB

CompTIA

Microsoft

PeopleCert
All talents, certified.

Scrum.org

aws

apm

ITIL

To Explore More Please Visit **Our Website**

Time Management Training

Overview

In this Time Management Training Course, you learn to develop a clear sense of purpose, structure priorities, overcome negative behavior patterns, and leverage practical strategies, tools, and techniques to develop better time management skills. Effective time management skills help professionals make better decisions, meet deadlines, and achieve their goals. Learn how to manage your time and develop your own personal action plan with this practical 5-day course.

What You Will Learn?

- Manage your time by implementing a framework to achieve goals.

- Make decisions about what you do and when.

- Apply a structured whole-brain process to shape your current and future commitments.

- Proactively schedule tasks, construct weekly plans, and create to-do lists.

- Adopt strategies and techniques to handle procrastination and interruptions.

Course Key Features

- Utilizing your existing skills to your advantage

- The importance of resetting

- Building self-confidence

- Performing under high-pressure situations

- Habit building that lasts

- The importance of practice – and how to do the most of it

- Building your customized routine for all-around success

- Navigating procrastination – and making sure it doesn't come back

Eligibility

Individuals striving to get into habit building and use it to effectively manage time and gain control of their daily life

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Time Management Training

Program Outline

Module 1: Introduction to the course

- Essentials of time management
- Contrasting time planning and time management
- Avoiding the psychological time trap
- Taking control of your life through the choices you make
- Determining your time style
- Evaluating your current strengths
- Characterizing your personal style of time management
- Recognizing opportunities for improvement
- Assessing the effect of your time style on others
- Gaining control over your time
- Identifying your unique pivotal time-related issues
- Appraising your situation with an Issues/Impact matrix
- Targeting factors that adversely impact your time

Module 2: Structuring Your Responsibilities

- Incorporating a time-planning process model
- Harnessing the power of a structured approach
- Reusing the model throughout your life
- Customizing the model to fit your style and needs
- Determining your primary purposes
- Assessing clarity of purpose
- Mind-mapping your current situation
- Defining the purpose for each of your commitments
- Assessing your realities
- Weighing the value of current efforts
- Making choices in a planned way
- Deriving tasks — the raw material of time planning

Module 3: Prioritizing and Scheduling

- Focusing your attention

Module 4: Techniques for Controlling Your Time

- Overcoming procrastination

Time Management Training

- Taking steps to boost your concentration
- Profiling your energy levels
- Aligning tasks with your high and low periods
- Proactively identifying your priorities
- Maximizing the Important/Urgent matrix
- Applying the Pareto Principle for the greatest results
- Developing the habit of immediate attention
- Building your schedule
- Assigning tasks into a weekly and daily schedule
- Scheduling to create greater work/life balance
- Creating a dynamic to-do list
- Reducing mental clutter

- Identifying the root causes of inaction
- Beating the deadline-driven trap
- Approaching your tasks positively
- Diffusing the impact of others
- Asserting yourself politely and calmly
- Conquering over commitment
- Dealing proactively with information overload
- Customizing your workspace
- Stepping off the "e-mail-go-round"
- Evaluating your information flow and retrieval process

Module 5: Getting the Best Return on Your Time Investment

- Analyzing your progress
- Conducting regular reviews
- Comparing planned vs. actual usage with a time log
- Changing your time habits for the better
- Calculating potential time savings

Time Management Training

Program Schedule

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