

# TIME AND PRODUCTIVITY MANAGEMENT FOR MANAGERS AND TEAM LEADERS

## PURPOSE:

When we talk about resources in an organization we usually refer to the physical, financial and human resources and leave out the one resource that we never seem to have enough of - **time**. It is also the only non-renewable resource. You can build buildings, borrow money and hire people but **time** cannot be built, borrowed or hired.

If your hectic work schedule has you thinking that you've lost control of time, make sure to take advantage of this eye-opening programme. In just two days, you'll discover how to squeeze more out of every working hour, how to rid yourself of costly distractions and timewasters, and how to make sure that your time is really your own. You'll learn why your regular "TO DO" list doesn't work and you'll get one that will. You'll even get a "NOT TO DO" list that will save you more time.

The cost effectiveness of this seminar resulting in a productivity increase of two hours per day per person amounts to 500 hours per year or three months working time. Participants will convince themselves that this can be done. The entire cost of the seminar including time away from

the job for attendance will be recouped within a few weeks.

## PROGRAM OUTLINE:

### Introduction

- Objectives
- Effectiveness of hours worked, i.e., activity versus productivity
- Efficiency vs Effectiveness

### Nature and Value of Time

- Ideas about time
- Common expressions about time and their value
- Cost of time
- Management functions and time

### Time Logs

- Analyzing your present time use
- Comparing your actual time use to your intended time use
- The use of time logs in managing time effectively
- Diagnosis: What areas can be improved

### Identification of Timewasters

- Internal vs. External
- Identifying your own timewasters
- Developing a personal and team profile
- Using profiles for analysis

### Priority Management

- Advantages of "To Do" List
- "To Do" List
- "Not To Do" List
- Urgent vs Important

- Vital Few vs Trivial Many

- Measuring productivity

## **Productivity**

- White collar productivity
- Measurement
- Barriers
- Documentation

## **Delegation**

- What it is and what it is not
- Why managers don't delegate
- Upward (reverse) delegation
- Lateral delegation
- The steps of delegation
- Practical exercise
- Using delegation charts

## **The Impact of Electronics**

- Voice Mail
- E-mail
- Intranet Systems

## **Solutions to Timewasters**

- Suggested solutions
- Overcoming problems
- Obtaining cooperation

## **Implementing a Time Management Plan**

- How to get started
- Dealing with personal timewasters on an incremental basis
- Wrap-up DVD

## **KEY TOPICS INCLUDE:**

- **Nature and value of time**
- **Priority management**
- **Analysis of how you are using your time**
- **Solutions to timewasters**
- **The know-how to organize yourself**
- **Dealing with interruptions**
- **Dealing with procrastination**

## **PRE-POST-SEMINAR**

### **ASSIGNMENTS:**

All participants will be expected to complete a time log for a minimum of three days before attending the seminar. They will have an opportunity to analyze their logs at the seminar. Time logs help participants to identify their personal timewasters. In-company programs require the completion of a progress report between thirty and forty-five days after the seminar and a new time log two months after that.

### **METHODS OF INSTRUCTION:**

At the beginning of the workshop, the principles of time management will be introduced and explained, but the focus throughout will always be on experiential learning and how you can apply these concepts to your own work setting. Individual exercises, small - group tasks, case studies and brain-storming sessions will allow you to participate and learn in a stimulating environment. DVDs will reinforce the material.

### **DESIGNED FOR:**

All levels of executives, managers and team leaders who wish to make more effective use of their time.

### **DURATION: 2 Days**

### **SEMINAR LEADER:**

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The following are some of the comments of previous participants:

- *“Very interesting and will save me time not only at work but at home, too!”*
- *“This seminar served to determine the need and the solutions.”*
- *“Great professor and course! Thank you for a very helpful and enjoyable 2 days.”*
- *“This was quite an eye opener”*
- *“I wish I had this seminar many years ago.”*
- *“This is a real eye opener. I feel assured that I no longer need to stay late.”*
- *“This seminar was an ‘eye-opening’ experience in that it identified time wasters and their remedy. The solutions are both practical and relatively easy to apply. Thank you!”*
- *“This seminar should be attended by all management personnel. I will mention it to regional manager for the rest of our employees. This has opened my eyes to what I need to improve on. It will also enable me to assist some of my staff on improving their work performance. Thanks for a great seminar.”*
- *“The leader is excellent. Lot of tips. Hopefully that I’ll be able to put in practice. The group exercises were great to meet new people and learn about their work and needs.”*
- *“Exceeded my expectations!”*
- *“My main goal was to gain more time. No more working on the weekends! I believe I now have the skills to accomplish that goal. Thanks.”*