



Effective Time Management

"Before this training I never got around to having a plan.
Now, I've discovered it's simple!" - Previous participant

About the Workshop

For most busy people, the answer to 'getting it all done' is not about working harder. It is about working smarter. This workshop will teach you how. There are three secrets to effective time management:

1. **Admitting** that we have too much work and can't possibly do it all.
2. **Applying** Pareto's principle to focus on the most strategic 20% of your tasks that will accomplish 80% of the results.
3. **Aligning** your life and job purpose with your daily life—and then executing your plan.

Drawn from hundreds of the top books and articles in this field, this one-day training focuses on the core practices of holistic time management, including:

1. Understanding the 5 practices of effectiveness
2. Applying the 10 practices of efficiency
3. Overcoming common time stealers
4. Scheduling your day

About the Facilitator

Kevin Brinkmann is passionate about productivity – enabling individuals, organisations, and families to maximise their potential. He has been studying productivity literature for years and loves helping busy people apply the same lessons. He has consulted to international companies, universities, and NGOs in the US and India, and is concurrently pursuing his PhD on best practices in transformative training.

About MDN Fusion

MDN Fusion is a Leadership Development and Assessment consultancy. We have a passion for developing people to their full potential and work with organisations who share this desire for their team members. Our development solutions enable people to build the right attitudes and skills to be enduringly successful in the global market place.

“The ‘secret’ of those who ‘do so many things’ and apparently so many difficult things is that they do **only one at a time**. As a result, they need much less time than the rest of us.” - Peter Drucker

Objectives

At the end of the training, participants will be able to apply the core practices of productivity through a variety of strategies, including:

- How to clarify your life purpose
- How to define your roles
- How to keep a time log
- How to identify your most strategic tasks
- How to do a weekly review
- How to schedule ‘big rocks’ first
- How to plan workflow
- How to de-clutter
- How to batch tasks
- How to practice ‘closed door’ periods
- How to cultivate a ‘culture of when’
- How to apply Parkinson’s law

Methodology

Few training programmes have the same potential to be as life-changing as time management. In order to leverage the full benefit, the majority of the workshop will be designed around the application of the core principles. Participants will be required to do 1-2 hours of homework prior to the workshop, and will develop their own comprehensive time management systems throughout the day.

Additionally, the training utilises a wide variety of teaching methodologies (e.g. group debates, critical reflection, small group activities, peer coaching) to ensure that what is learned in the workshop makes it into practice when Monday arrives!

