

DYNAMICS OF TIME MANAGEMENT™

Introduction

While we have dreams, hopes and visions, many may be beyond our ability to fulfill – or they may take longer. *Yet, without a plan, a dream or vision may only remain that.* So while some plans don't work, *some planning is better than no planning and proper planning is better than poor planning.*

Having a vision is better than not having one, otherwise there may be no motivation. Often it lies in the reality of the vision, the height of our aspirations and standards and the strength of motivation.

Time management is basically a planning process. It focuses less on long range goals – and more on the day to day objectives that contribute to those goals. It implies that objectives need identifying and then prioritizing as important versus urgent.

Learning Objectives

By the end of this program, participants will

- Understand how personality, gender and culture influence thinking, emotional and learning styles.
- Recognize a range of different thinking styles and types related to this program.
- Know how to plan and set goals and priorities using the 'SMARTER' approach.
- Use a 'project planning' approach, using values to clarify mission and purpose, and systematically identifying assumptions, resources, constraints and specific objectives.
- Understand the complex dimensions of time, including cultural perception and personality differences.
- Use the time management matrix for scheduling and monitoring time against activities.
- Identify what 'time-zone' you belong to and be able to match this with your ideal job type.
- Appreciate the differences and similarities of cultural factors and how they influence the management of time.
- Recognise which factors waste time and be able to manage time in a way that is balanced and productive.
- Develop a personal development action plan to become better at planning and managing time.

Workshop Contents

- Influence of Personality, Gender and Culture on Thinking and Learning
- Planning Levels and Time Frame
- The Planning Process
- Goal Setting
- Project Planning
- Force Field Analysis
- Time Management Matrix
- Planning Our Time
- Time & Perception
- Time Zone & Personality
- Time & Culture
- Tracking Our Time
- Time Prioritizing
- Time Wasters
- Time & Habits
- Personal Development Action Plan (PDAP)

Workshop Methodology

A key and unique feature of this workshop is that all participants will complete a personality traits survey form, resulting in a detailed personality profile. This will enable participant's to discover their own preferred cognitive and emotional styles, which in turn can strongly influence the dynamics of thinking and learning relating to this workshop .

Workshop design incorporates a variety of methods to both stimulate active learning and appeal to the mix of participants preferred learning styles. Building on participant personality profiles, a number of interactive exercises, games and group discussion help them to understand the different thinking skills needed. Where appropriate, selected multimedia, video or power point visuals augment a comprehensive manual of notes. The workbooks are professionally laid out, appealing to the learner and capturing key learning points and post workshop actions

Workshop Duration

This can be designed as a 1, 2 or more intensive 3 day workshop, subject to client's needs.

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