



CONGRUENCE

## Effective Time Management

Module 1: Analysing, Setting goals, Planning & Scheduling and Prioritising

1. Analysing  
Personal Time Management  
Attitude
2. Setting goals  
How do we set goals?
3. Planning & Scheduling  
Planning  
Scheduling
4. Prioritising  
Time Management Matrix

Module 2: Desk organisations, effective use of the telephone, handling interruptions and delegation

1. Personal organisation
2. Desk Organisation
3. Effective use of the telephone
4. Handling interruptions
5. Delegation
  - The Delegation Matrix
  - Guidelines of delegation

Module 3: Meetings, Procrastination and Self-Management

1. Meetings
  - Factors to consider before having a meeting
  - The role of the chairman

2. Procrastination
3. Effective Self-manager

#### Module 4: Stress management

1. What is stress?
2. Skills for managing stress
  - Awareness
  - Coping
  - Action
  - Acceptance