

# TIME MANAGEMENT TO INCREASE WORK EFFICIENCY

~Optimize time resource and maximize productivity through advanced time management skills !~

- ✦ Are you feeling overwhelmed and stressed with endless stream of tasks lists and assignments?
  - ✦ Do you frequently miss deadlines and have to delay many tasks, which impacts the performance evaluation by your superior?
  - ✦ Are you constantly interrupted by emails, phone calls, and requests from superiors, colleagues, and subordinates, making it difficult to focus and achieve your working plan
- If you answered "yes" to any of these questions, then the "Time management to increase work efficiency" course offered by Aimnext Vietnam is the perfect solution for you. By enrolling in this course, you will learn valuable principles and useful tools that will help you work more efficiently, reduce stress, and achieve your goals both in your professional and personal life.**

**Time resource is equal for everyone, granting every person 24 hours a day. Those who can master their time will also master the quality of their life.**

## CONTENT

### Part 1: Understanding Time and Time Management

- ✦ What is time and time management
- ✦ The significance and advantages of time management for individuals and companies
- ✦ "Think-Act-Result" Model
- ✦ Levels of time management
- ✦ 5 critical components of efficient time management
- ✦ Assessment test of time management skills

### Part 2: 5 steps of effective time management using the 5A Model (Aware, Analysis, Attack, Assign, Arrangement)

#### 1. Step 1 (Aware): Identify all the tasks that require completion

- ✦ Establish goals for each task
- ✦ Distinguish between purpose and goals
- ✦ The 3P principle for goal-setting (Positive, Personal, Possible)
- ✦ Practice writing SMART goals

#### 2. Step 2 (Analysis): Evaluate and categorize tasks by importance and urgency, determine the prioritization of tasks

- ✦ The 80/20 principle
- ✦ Eisenhower Matrix for time management

#### 3. Step 3 (Attack): Eliminate time-wasting factors

~ Identify the 8 common time thieves ~

#### 4. Step 4 (Assign): Delegate tasks, assign tasks and seek support from others (if necessary)

~ Employ effective techniques for delegation, assignment, and task monitoring ~

#### 5. Step 5 (Arrangement): Make action plan

- ✦ Make action plan
- ✦ Principles for an effective plan

### Part 3: Maximize daily work performance

- ✦ Methods for planning and executing tasks within an 8-hour workday
- ✦ Techniques for creating a daily to-do list
- ✦ Anti-procrastination techniques
- ✦ The 5 Choices to extraordinary productivity
- ✦ Utilization of technology in time management

### Part 4: Summary and Action Plan

※The above content is subject to change without prior notices



## OBJECTIVES



- ➔ Develop a deeper understanding of the critical role that effective time management plays in the workplace.
- ➔ Grasp the principles and necessary tools to manage time effectively, thereby boosting productivity and performance.
- ➔ Optimize your work speed and achieve exceptional efficiency within the constraints of the standard 8 hour workday.

## TARGET



☒ Staff

☒ Middle-Management

☒ First-line Management

☐ Top-Management

## METHOD



**30% theory, 70% practice** through group discussions, presentations, case studies, role-playing, games, etc.



**AIMNEXT**

Professional Training & Consulting

### HCM HEAD OFFICE

Nam Giao Building 1, 261-263 Phan Xich Long, Cau Kieu Ward, HCM

### HANOI REPRESENTATIVE OFFICE

Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Ward, Hanoi