



PEGANIX

Time Management Skills to Maximise Productivity



2 Day

About the Course

Truly effective time management starts with a commitment to change. You need to assess how and where you currently spend your time and then plan a more effective way of operating. One of the biggest secrets to successful time management is to do thorough planning and then protect your plan!

Even if you have demands placed on you by others, you can still protect your time management plan by diplomatically managing expectations. By carefully managing and planning for the tasks you accept, you will see how much more you get done, with less stress. This intensive 1 day Time Management Skills to Maximise Productivity training course will show you how to dramatically improve your time management through better planning, prioritising, delegating, controlling your environment, understanding yourself and identifying what you should change about your habits, routines and attitude.

What can you expect to learn

- Learning to assess your priorities and workload – because you can't manage what you don't know
- Applying the Pareto Principle to your work as an effective productivity self-assessment tool
- Prioritising activities into long and short-term goals
- Classing activities as urgent, important, both or neither and allocating your time accordingly
- Learning to say "no" politely and constructively and master the art of delegating tasks to others
- Sharpening up your decision-making to ensure spend less time procrastinating
- Being wary of "productivity" devices, programmes and gimmicks that actually waste time
- Learning how to keep your mental energy levels up
- Plan your time carefully and protect your time plan!

Who should attend

This course is of benefit to anyone who is expected to manage high workloads and changing priorities, effectively.

*** Aligned to Unit Standard 15324 (4 credits) in the Business Administration Level 4 Qualification.**

Learning to Access Your Priorities and Workload - Because You Can't Manage What You Don't Know

- Analysing your workload and understanding patterns and cycles in busy periods
- Anticipating busy times and planning sufficiently for them
- Always including flexibility in your daily schedule to deal with interruptions or unexpected tasks
- Knowing what priorities you need to apply immediate focus to, and which can reasonably wait for a little while

Applying the Pareto Principle to Your Work as an Effective Productivity Self-Assessment Tool

- Looking at where you spend the most time
- Assessing if this time is well spent based on the outcomes
- Discovering when you are most effective and scheduling more complex tasks for this time
- Looking at the tasks that drain your energy the most and accounting for this when planning your day
- Knowing when to schedule routine tasks

Prioritising Activities into Long and Short Term Goals

- Looking at your activities and realistically assigning time frames to completing them
- Arranging these time frames to get a clear picture of what can be achieved and by when
- Reassessing your time frames to take task importance into consideration
- Assigning deadlines to your goals so longer term goals are not forgotten

Classing Activities as Urgent, Important, Both or Neither and Allocating Your Time Accordingly

- Discovering that not everything is urgent!
- The difference between important & urgent
- Realising that although a task is neither important nor urgent, it is still imperative to complete it – or it will become both!
- Realising that time spent classing your activities instead of rushing ahead will save you time in the long run

Learning to Say “No” Politely and Constructively and Mastering the Art of Delegating Tasks to Others

- Only taking on tasks that you can complete to the best of your ability - its ok to say “no” sometimes...
- Incorporating key assertiveness behaviours into your communication with others to prevent you from taking on work not meant for you
- Managing expectations so everyone is aware of what you can realistically achieve within a timeframe
- Realising that delegation is a serious management tool – and it's ok to delegate both down, sideways and up!

Sharpening up your Decision-Making to Ensure you Spend Less Time Procrastinating

- Learning to apply clear decision making tools to enable you to speed up your decision making process
- Understanding that making quick decisions is not the answer: decide at haste, regret at your leisure!
- Discovering how much time you waste by either undertaking unnecessary tasks or delaying the start of complex projects
- Looking within and understanding which tasks you generally try to put off, and why

Being Wary of “Productivity” Devices, Programmes and Gimmicks that Actually Waste Time

- Assessing the usefulness of online or PC based productivity apps
- Discovering how Outlook and other scheduling programs can interrupt your productivity
- Looking at the various time management tools out there – and realising that they do not suit everyone
- Realising that self-reflection is key to discovering which time management tools will work for you

Learning how to Keep your Mental Energy Levels Up

- Determining your personal mental energy cycle
- Understanding how a lapse in mental energy effects your productivity – even when you continue working hard
- Discovering some quick cures when you are feeling mentally drained
- Finding out the role nutrition plays in your mental energy levels
- Realising the impact stress has on your mental agility – and learning to cope better

Plan your Time Carefully and Protect your Time Plan!

- Planning to succeed – because by knowing how you plan to achieve your goals, you are half way there
- Sticking to your plan instead of setting it aside when priorities demand attention
- Knowing when to amend your plan, so you are not seen as inflexible – or as not assigning correct importance to urgent tasks
- Planning for change – realising what you need to change about your current habits and routines in order to achieve more each day
- Protecting your plan – from others and from yourself!

Time Management Skills to Maximise Productivity

Registration Form:

Contact Sean via:

Register or Enquire

- 1 Tel : (+27) 11 041 0181
 2 Fax : (+27) 86 407 8243
 3 Email : registration@peganix.com
 4 Web : www.peganix.com
 5 Post : PO Box 1042, Ferndale 2160, Johannesburg, South Africa



Please register the following delegate(s) for the event

I would like to claim my group discount
 I would like to use my credit.
 We would like this as an In-House - Dates: _____

Number of staff your company/organisation is delegating to the event?

Approving Manager	First Name :	Surname :
Job Title & Department :	Email :	Direct Tel :
Fax :	Country:	Postal Address:
Billing Information / Account Manager	First Name :	Surname :
Full Company Name :	Nature of Business :	
Address :		
Signature:	Date:	

Delegate Attendance information:

Note: Please provide information as you wish it to appear on your name badge and on the official participant database.

Title	Delegate Name & Surname	Position	Email

Important Notes

- Only corporate registrations will be accepted.
- Fees – Each fee is inclusive of course manual/documentation, morning tea/coffee & snacks, Lunch and refreshments served during the entire event.
- Group Discount:** Groups of 5 or more from the same company (booking at the same time and of the same billing source) can enjoy a **10% off the total delegate fees** or have the **6th delegate come for free**.
- Super Early Bird & Early Bird Promotion:** Early Bird Fees will only be valid if payment is received by stipulated date, after which Regular Fee will apply.
- Full payment is mandatory upon registration for admission to the event.**
- The organiser reserves the right to make any amendments that it deems to be in the interests of the event without any notice.

Cancellations & Replacements

A replacement is welcome if you are unable to attend. A full refund less 10% administrative charge will be made for cancellation received in writing 2 weeks before the event. Regrettably, no refund can be made for cancellation received after 2 weeks before or for "no show" participant. You will however be credited to a future Peganix event. This credit will be available for up to one year from the date of issuance. In the event that Peganix postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a credit voucher representing payments made towards a future Peganix event. No refunds will be available for cancellations or postponements. Peganix is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. Peganix shall assume no liability whatsoever in the event this training is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this event impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency. Please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, Peganix reserves the right to alter the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible or via email.

Workshop Venue & Hotel Reservation

Hotel room reservation and hotel billing are to be made by delegates directly with the Hotel. Hotel reservation and travel arrangements are the responsibility of the registrant.

TERMS & CONDITIONS

By signing and returning the registration form, the authorising signatory on behalf of the stated company is subject to the following Terms & Conditions.

Delegate Substitutions – Delegate substitutions are welcome at any time and do not incur any additional charges. Please notify Peganix in writing of any changes.

Delegate Cancellations – All delegate cancellations must be received in writing and are subject to the following conditions:

- for any cancellations received 2 weeks before the start of a training course, will issue a credit voucher for the value paid to be used for up to one year for current events from the date of issue or any future training.
- for any cancellations received less than 2 weeks before the date of the training course, the full fee will be payable and no refunds or credit vouchers will be given
- If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or voucher will be issued

Transfers: Transfer requests must be made in writing 7 days before the start of the event

- Please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics.
- As such, Peganix. Reserves the right to alter the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web site as soon as possible

Course Fees in Rands

ZAR6, 999.00*

Exclusive Vat | Per Delegate

2 Days

Payment Policy

Payment - In order to secure your registration, payment is due in full upon receipt of invoice.

Confirmation - Your registration will not be confirmed until such time as payment is received and may be subject to cancellation.

Right of Admission - Peganix reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.

In-House - 50% or full payment is to be made to Peganix before running an In-house Training

Payment Methods

Electronic Transfer Direct Deposit Cash

Banking Details

South Africa

Bank:	First National Bank
Account name:	Peganix (Pty) Ltd
Account no.:	62453975701
Branch code:	250 655
Swift code:	FIRNZAJJ
Reference:	Insert your ref number on the deposit slip please

The confirmation of a course and venue depends on early registration; Register early to avoid the postponement or cancellation of a course.

CERTIFICATION

Successful participants will receive Peganix' Certificate of Completion