

Time Management that Works

By Anndelle Lee



INTRODUCTION

Time Management is an important and critical aspect of work-life. Many busy executives often find themselves strapped of time and burdened with increasing workloads, leading to job dissatisfaction and other undesirable outcomes. What many fail to realize is that these impossible 'workloads' are in fact the result of ineffective time and resource management.

This course is designed specifically to help participants understand the fundamentals of time management, and how it can help them greatly in their work. They will get to assess the problem areas in their current work situation, analyze their potential shortfalls, as well as to learn a host of time management strategies that will help them become more effective and efficient workers.

LEARNING OBJECTIVES

On completing this program, participants will:

- Identify and assess the problem areas in the management of their time
- Identify strategies to overcome these problem areas
- Learn to use the Time Management Matrix
- Learn prioritizing skills
- Develop systems and solutions that can be adapted to meet their needs
- Understand the value of effective time management and how it can enhance their lives

COURSE OUTLINE

The Fundamentals of Time Management

The challenges of effective time management
Time management is really self-management
Achieving balance in life
The P/PC conundrum
How do you currently manage your time?
Barriers to time management

Strategies to Effective Time Management

Values clarification
Goal setting
Prioritizing
The Pareto Principle
The Time Management Matrix
Avoiding the crisis manager in you
Living in Quadrant 2
Planning your work and personal life
Moving forward – Taking the first steps

WHO SHOULD ATTEND

For anyone who wants to manage their time more efficiently and learn how to start operating from a new paradigm of effectiveness where time is concerned.

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ABOUT THE TRAINER – ANDELLE LEE

Anndelle Lee is currently a Full ACTA certified trainer and certified practising management consultant. Her soft skills training include Lean Six Sigma training, public speaking, leaderships, customer relationship, team building and presentation skills. She holds a 2nd class honours B.A. degree for International Business Management from University of Northumbria, United Kingdom (Newcastle Business School).

Her long and distinguished career had taken her to almost every corner of the China market, including leadership role in different business units and as an expatriate executive posted in Beijing, China for three years (2000 to 2003).

Moreover, her sales and marketing experience for strategic planning of marketing program activities, brand identity development, customer relationship building, channel business development and sales product training given in the workshops/seminars in different cities of China had brought her to greater height.

Her extensive experience, proven leadership and in-depth knowledge of the business process planning in corporate environment including 6 years of experience in program management and business operations responsible for the cost effectiveness of project launches and on time delivery of the product meeting customer satisfaction within the targeted timeframe had built on several milestones of her success. She was officially certified by Motorola in 2008 on Six Sigma Green Belt for DMAIC Methodology to assist her department to achieve substantial annual net cost-savings and to improve on the efficiency level. Due to her vibrant character, she was once a Team leader, Facilitator & Emcee for two team building events in Motorola (2005 to 2008).

She is currently a certified business consultant for government funding projects for SMEs, a certified Green Belt Specialist for Lean Six Sigma. She is a bilingual trainer and speaker who have facilitated many sessions in both English and Mandarin since the start of her training career.

Her moto in life is “Constant Learning and Experiencing”. Her willingness to share and listen to the audience first has enabled her to constantly motivate them to take action after the lesson.

She has proudly received a “Distinguished Toastmaster Award (2011)” and “Excellent Leadership Award (2010)” from Toastmaster s International. She has also honorably received the “Presidential Distinguished Excellence Leadership Award” and “Special Citation Award” for the year (2009/2010) as an Area Governor for coaching 4 Toastmasters (English) clubs and an immediate Past President of Radin Mas Toastmasters English club (2008/2009).