

# Wisdom in Using Time and Achieving Goals

**Course Code:** ASKWUT

**Course Synopsis:** The only fair thing in life is every one of us has 24 hours a day, no more and no less. However, lots of it (time) gets lost in disorganization and disruption. Some of it (time) was spent on low value or no value tasks. Today we will learn how to make the most of your time by getting a grip on your office space, organizing your workflow, learning how to use your planner effectively, and delegating some of your work to other people. Most importantly, we will discuss on the wisdom of making choices and planning.

**Course Objective:** By the end of the course, participants would be able to:

- Better organize yourself and your workspace for peak efficiency
- Understand the importance of, and the most useful techniques for, setting and achieving goals
- Identify the right things to be doing and develop plans for doing them
- Learn what to delegate and how to delegate well
- Take control of things that can derail workplace productivity
- Developing wisdom on time management and goal setting

**Course Outline:**

- Understand the power of change
- Understanding yourself
- Setting SMART goals
- Planning tools
- Setting a ritual & how rituals can help you
- Learn the Four D's: Do, Dump, Delay, and Delegate
- STING
- Organising Your Workspace
- Organising Your Files
- Managing Your Workload
- Workload Analysis
- Day-to-day time allocation
- Long term (time) planning such as 30 years plan for mortgage / investment

**Course Duration:** 1 day (8 hours), 9:00am - 5:00pm

**Course Fee:** \$481.50 (Inc. GST) per participant

**Course Dates:** Refer to <http://asktraining.com.sg/calendar>

**Location:** Furama Hotel