



HOW TO LEAVE WORK AND BE HOME BY 6.00PM

"The key is in not spending time, but in investing it." - Stephen R. Covey

Time Management is a vital skill for any successful professional. This course teaches the essentials of how to both plan and prioritize tasks, allocate resources, and effectively use your time to maximize productivity. Through interactive activities and group discussions, participants will learn how to determine the optimal amount of time required to complete projects and identify personal time-management strategies. They will also explore ways to stay focused and minimize distractions, as well as practice critical-thinking skills in order to make informed decisions. Leave this course with an understanding of how to use personal resources to achieve goals more efficiently and effectively.

Key Course Content:

- Discover ways to work smarter instead of harder.
- Practice 3 relaxation techniques for home, long trips and in between meetings.
- Plan the week that you're going to be home.
- Break away from myopic self and role perceptions.
- Refrain from micromanagement and empower other people.
- Plan and prioritise tasks and deadlines.
- Clear your inbox and in-tray by 5.00pm everyday.
- Understand how resentment creeps into loving relationships when one partner is continually absent.
- Build domestic expectations and plan something memorable.
- Learn how to say "no".



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.