

# Time Management That Works

## By Anndelle Lee



Decide with Confidence

### 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

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### METHODOLOGY

This course is taught in a highly interactive manner. Participants work individually, in pairs, and in small groups to understand the principles and strategies for better time and resource management.

- Lectures, interactive games activities, simulations, case studies, role-play
- Group discussion and exercises – brainstorming and group presentation
- Evaluation

**For Whom:** 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.

### ABOUT THE TRAINER – MISS ANDELLE LEE

Anndelle Lee is currently a Full ACTA certified trainer and certified practicing management consultant. Her soft skills training include Lean six sigma lean 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 & 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 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 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 department to achieve substantial annual net cost-savings and improve the efficiency level. Hence, she is currently a certified business consultant for government funding projects for SMEs. Due to her vibrant character, she was once a Team leader, Facilitator & Emcee for two team building events in Motorola (2005 – 2008).

Anndelle proudly received a “*President Distinguished Excellence Leadership Award*” and “*Special Citation Award*” for the year (2009/2010) as an Area Governor coaching for 4 Toastmasters (English) clubs and Immediate Past President of Radin Mas Toastmasters English club (2008/2009). She also awarded for “*Advance Communicator Gold*” (2009) and “*Excellent Leadership Award*” (2010) from Toastmasters International.

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**Date:** 27 March 2012, 9am – 5pm

**Venue:** TBA

**Fee:** [ ] S\$530 (before GST) for D&B Subscriber [ ] S\$640 (before GST) for Non-subscriber  
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 2 Feb to receive a 10% off regular fee**  
**Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

**Fax the completed registration form to 6778 3853**

### Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

### Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

### Payment Information

[ ] D&B subscription units (Account no: \_\_\_\_\_)  
[ ] \* Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*  
[ ] \* VISA [ ] Mastercard [ ] Amex  
**Card no:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ *(\*GST applies for cheque & credit card payment)*

### Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 7 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.