

# MASTERING TIME AND SELF MANAGEMENT: BECOME A HIGH ACHIEVER

## COURSE OVERVIEW

*Time goes, you say? Ah, no! Alas, Time stays, we go." Henry Austin Dobson.*

Time and self-management are two skills which once mastered can have the single-most impact on overall job performance and effectiveness. They are essential skills for all successful people irrespective of your career choice. If you can identify and focus on the activities that give you the greatest returns you will dramatically increase your chances of becoming a high achiever. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things. The key is to concentrate on results, not on being busy. If you or one of your team could benefit from learning the skills and techniques of effective time and self-management, BizTech is offering a training program on "Mastering Time Management & Self Management: Become a High Achiever". The course covers the following key topics:

### WHY IS TIME MANAGEMENT IMPORTANT?

- > Dealing with conflicting priorities
- > Planning the best use of your time
- > Planning for the unexpected
- > Effective multitasking
- > Forward planning to avoid fire fighting
- > Getting advice and using knowledge from others
- > Managing multiple priorities based on importance and urgency
- > Analyse your work habits and determine areas for improvement

### SELF MANAGEMENT IS KEY

- > Setting and achieving goals
- > Self management
- > Avoid over-committing yourself
- > Ensuring that you have time to think
- > Overcoming procrastination
- > Working smarter and not longer
- > Learning how to focus
- > Reduce stress by being more in control
- > Improve communication
- > Focussing on outcomes
- > What is "Good enough"?
- > How flexible should you be?
- > Identifying and eliminating time wasters
- > Handling items once only
- > Balance your work and home life
- > Recognising "Have to's" / "Want to's"
- > Knowing if you are overloaded or under-productive
- > Having clear expectations and objectives

### PRACTICAL TOOLS AND TECHNIQUES THAT WORK

- > The Pareto Principle / "80:20: Rule"
- > Daily planning techniques
- > Simple project management
- > Using time and activity logs
- > Techniques for decisiveness
- > Producing plans and schedules
- > Developing an effective task list
- > Using MS Outlook to increase productivity
- > Using prioritising systems to maximise your productivity
- > Understanding critical paths and how to apply them to best manage your tasks
- > Using time management tools effectively
- > Systems to increase productivity and help organise your office
- > Using technology to assist you manage your time
- > Identifying the important from the unimportant
- > Identifying which are low-value tasks and which are high-value tasks
- > Identifying the steps in achieving your goals

### THE IMPACT OF YOUR ENVIRONMENT

- > Desk management
- > Organising your office and workstation
- > What should be filed?
- > Creating an environment for peak productivity

### THE IMPACT OF OTHERS

- > Managing meetings more productively and effectively
- > Knowing which meetings you should attend
- > Delegating; even if you're not the boss
- > Knowing when you should say "No"
- > Dealing with e-mail overload
- > Managing your phone calls and e-mails
- > Managing and reducing distractions and interruptions
- > Dealing with time wasters such as visitors, e-mails and the internet
- > Co-ordinating other's activities to ensure that you achieve your goals
- > Managing your dependencies on others
- > Managing your manager
- > Barriers to effective delegation

### COURSE DATE

27 - 28 September 2010

### COURSE DURATION

2 days - 08:30 to 16:30 daily

### COURSE FEES

R6 890 (excl. VAT) per delegate

**5% discount**  
for enrolment 2 weeks  
prior to course date.

### WHAT'S INCLUDED

- > Dynamic and knowledgeable facilitators
- > Training File and a CD
- > Certificate of Attendance
- > High quality training venue
- > Lunch and refreshments
- > Parking
- > Quality folder, notepad and pen

### REGISTRATION DEADLINE

Registration Confirmation must be sent prior to the start of the scheduled course.



## ★ WHO SHOULD ATTEND

- Anyone wanting to increase their productivity
- Anyone aiming to outperform their peers and co-workers
- Anyone who feels they can improve their time management skills
- Anyone who feels that they are not performing to their full potential
- Anyone who can benefit from improved organisation and self-management

## ★ OUTCOMES

After attending this course you should be able to:

- Set and achieve goals
- Increase productivity
- Know how to manage your priorities effectively
- Take away tools and techniques to become a high achiever
- Consistent focus on priorities
- Regain a feeling of control

## ★ TAKE HOME TOOLS

- Training Manual
- Training CD
- A quality folder, notepad and pen
- All delegates receive one month of telephonic support relating to course content

## ★ ACCREDITATION

The Services SETA has awarded BizTech recorded status as a provider for the delivery of learning programmes. Our provider number is 313.

This course is accredited by ICAP (the Institute for Certified Administrative Professionals) who is the authorised, licensed, exclusive agent for the International Association of Administrative Professionals®

## ★ BBBEE COMPLIANCE

BizTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through BizTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

## ★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.



Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers BizTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.

## ★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

### ➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at [training@biztech.co.za](mailto:training@biztech.co.za)

For cancellations received more than one week prior to the course: 0 % cancellation fee will apply.

For cancellations received less than one week prior to the course: 50 % cancellation fee will apply.

For cancellations received within 24 hours of the course: 100 % cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

### ➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period, the postponement will be subject to an additional fee of R1 270 (excl VAT) per delegate.

All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

### ➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

### ➤ PRESENTERS

Should it be necessary, BizTech reserves the right to substitute the presenter.

### ➤ COMMUNICATION

When a person registers on BizTech's website, is registered on a BizTech course or sends an e-mail to BizTech, that person consents to receiving communications electronically or otherwise by BizTech and/or its business partners.

### ➤ DISCLAIMER

BizTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BizTech to the client.





# ENROLMENT FORM

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

**Fax to 011 582 3301 or  
E-mail training@biztech.co.za**

## SALES CONTRACT

**COURSE NAME:  
MASTERING TIME & SELF MANAGEMENT:  
BECOME A HIGH ACHIEVER  
COURSE CODE: MTM 270910**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED**

### > DELEGATE DETAILS [Please print clearly]

**1** First Name and Surname \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Cell No.

**2** First Name and Surname \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Cell No.

Special Dietary Needs  No. of Kosher  No. of Halaal  Other \_\_\_\_\_

Special Needs (e.g. wheelchair) \_\_\_\_\_

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

### > COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code

Company VAT Registration No.   
 Telephone No.   Fax No.

### > PAYMENT DETAILS

Invoice Contact Person \_\_\_\_\_  
 Telephone No.    
 E-mail \_\_\_\_\_  
 Purchase Order No (if applicable)

Do you require separate invoices for each delegate?  YES  NO

NB: Please include your BizTech invoice number as a reference on your deposit when making payment.

### > AUTHORISATION

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Telephone No.    
 E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date  /  /

Fees **R6 890.00 (excl. VAT) per delegate**  
 Surcharge per Halaal meal **R 65.00 (excl. VAT) per person per day**  
 Surcharge per Kosher meal **R 175.00 (excl. VAT) per person per day**

**A 5% discount is applicable for all registrations received two weeks prior to course commencement (13 September 2010). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.**

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Hajira on 0861 BIZTECH/011 582 3300. If the course is not held for any reason, BizTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of BizTech's terms and conditions.



# ENROLMENT FORM (CONT.)

## > DELEGATE DETAILS [Please print clearly]

3 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

4 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

5 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

6 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

7 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

8 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

9 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

10 First Name and Surname \_\_\_\_\_

Position \_\_\_\_\_

E-mail \_\_\_\_\_

Cell No.

