



From Busy to Effective:

Time Management Strategies for High-Performance Team



RM 2,600



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MODULE OVERVIEW

Effective time management is a critical skill for achieving productivity and excellence in any high-performing team. However, the challenges of balancing competing priorities and meeting deadlines often hinder progress and efficiency. The ability to strategically plan, prioritise, and execute tasks is essential to transitioning from a state of being busy to one of sustained effectiveness." From Busy to Effective: Time Management Strategies for High-Performance Teams" is a comprehensive training program designed to provide participants with proven frameworks, such as the STRIDE Framework, and advanced time management strategies. This program will enable individuals and teams to optimise their workflow, reduce inefficiencies, and enhance collaboration for maximum impact.

LEARNING OBJECTIVES

- Set clear and measurable goals using 'STRIDE Framework' to improve individual and team productivity.
- Plan, organise, and execute tasks effectively to meet deadlines.
- Identify and address barriers to efficiency in both personal and team workflows.
- Collaborate more effectively within teams to optimise time and resources.
- Establish sustainable habits for long-term productivity and performance.

TARGETED PARTICIPANTS

Executives and Above

METHOD OF TRAINING

- Interactive learning
- Discussion
- Scenarios
- Roleplay
- Games
- Assessments
- Self-reflection
- Goal setting

DURATION

2 Days



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LEARNING OUTCOME

At the end of the course, participants will be able to:

- Set clear and measurable goals using 'STRIDE Framework' to improve individual and team productivity.
- Plan, organise, and execute tasks effectively to meet deadlines.
- Identify and address barriers to efficiency in both personal and team workflows.
- Collaborate more effectively within teams to optimise time and resources.
- Establish sustainable habits for long-term productivity and performance.

CONTENTS DAY 1

Day 1: Foundation of Time Management

Energiser Activity

- Module 1: Introduction: The Need for Effective Time Management
- What is time management? Myths and misconceptions.
- The cost of poor time management: stress, burnout, and inefficiency.
- High-performance teams: traits and the role of effective time use.
- Activity: "A Day in My Life"

Module 2: STRIDE Framework for Individual Time Management

- Set Goals: Define SMART goals.
- Tailor a Plan: Weekly and daily planning.
- Review Progress: Monitor tasks using tools.
- Identify Barriers: Recognize inefficiencies and obstacles.
- Develop Solutions: Brainstorm strategies to overcome barriers.
- Evaluate Results: Reflect on successes and refine approaches.

Module 3: Prioritisation Techniques

- The Eisenhower Matrix: Urgent vs. important tasks.
- Pareto Principle (80/20 rule): Focusing on high-impact tasks.
- Aligning personal priorities with team goals.

Module 4: Focus and Energy Management

- Energy mapping: Scheduling tasks during peak energy times.
- Techniques to enhance focus: Pomodoro Technique, time blocking.
- Eliminating distractions: Digital detox strategies.



CONTENTS DAY 2

Day 2: Advanced Strategies for Team Collaboration

Recap and Review of Day 1

Module 5: Planning and Scheduling as a Team

- Using shared tools: Trello, Asana, or Google Workspace.
- Synchronising schedules for core collaboration periods.
- Building accountability: Delegation and ownership of tasks.

Module 6: Overcoming Barriers and Problem-Solving as a Team

- Identifying team barriers: inefficiencies, unclear roles, or miscommunication.
- Problem-solving techniques: Root cause analysis and brainstorming.

Module 7: Optimising Meetings and Communication

- Reducing unnecessary meetings.
- Asynchronous communication: Alternatives to meetings.

Module 8: Building Long-Term Time Management Habits

- Embedding time management principles into daily routines.
- Reflecting and iterating on strategies for continuous improvement.
- Celebrating team and individual milestones.

PARTICIPANTS

Recommended classroom size of 25 pax

