NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

TIME MANAGEMENT & PRODUCTIVITY

Many of us in the public service experience the feeling of being overwhelmed by the amount of work we are expected to complete in a given period. The key to dealing with this problem is to know how to manage your time effectively.

Effective time management is about identifying and defining long-term goals. With the long-term goal in mind, the next step is to set short-term goals that would serve as building blocks to reach the desired long-term goal.

In private and public sector organisations, successful leaders are those who have demonstrated the ability to use time management techniques routinely. Managing time well enables people to be in control of their work, rather than reacting to situations. Reacting to situations often brings out the waste of emotions in people, which in turn escalates the situation.

Whereas when one is proactive, you are in control of the situation. Being in control allows us to function at our optimal capacity.

Venue: Windhoek, NIPAM Campus

Duration: Five (5) Days

LEARNING OUTCOMES

- Take a self-inventory of their own time management skills and identify how to improve
- Set S.M.A.R.T. goals
- Discuss the tools commonly used for prioritization;
- Identify common barriers to time management and how to overcome these barriers
- Gain lasting skills to tackle procrastination

TARGET AUDIENCE

- This course is valuable for those who want to improve their productivity and strengthen their time-management skills through multiple ways of thinking about and using time more effectively.

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