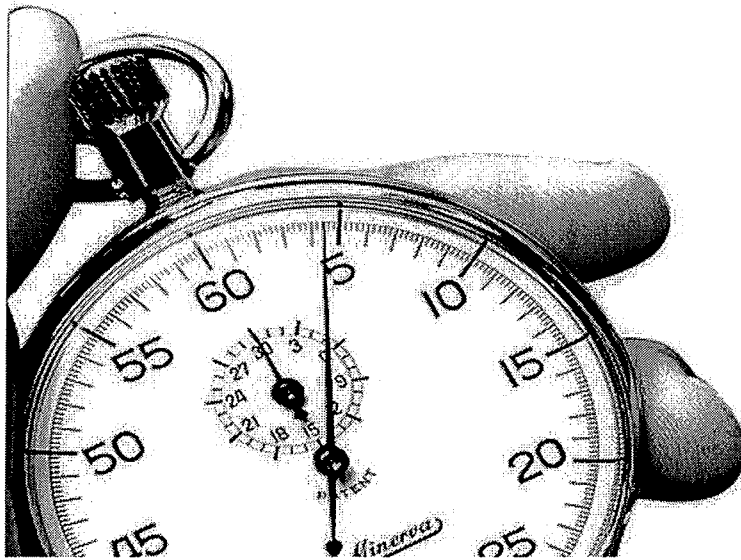


TIME MANAGEMENT FOR COURT ROOM STAFF



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TIME MANAGEMENT

COURT ROOM STAFF

WHAT IS TIME MANAGEMENT?

- Time management means the way time is used in a wise/prudent/judicious manner.

WHAT IS TIME MANAGEMENT?

TRUTHS ABOUT TIME MANAGEMENT

- TIME MANAGEMENT IS SELF-MANAGEMENT
- TIME MANAGEMENT IS AN EXERCISE IN DISCIPLINE
- TIME MANAGEMENT INVOLVES SKILLS AND TOOLS
- TIME MANAGEMENT IS DRIVEN BY VISION, GOALS, AND PRINCIPLES

WHAT IS TIME MANAGEMENT?

- TIME MANAGEMENT INVOLVES SETTING PRIORITIES FOR YOURSELF AND MAKING SURE YOU ACHIEVE THEM

WHAT IS TIME MANAGEMENT?

WHY MUST YOU SET PRIORITIES?

- TIME IS A LIMITED RESOURCE
- TIME IS A NON-RENEWABLE RESOURCE
- TIME IS A WASTING RESOURCE, WHEN IT IS GONE IT IS GONE!

PRINCIPLES OF TIME MANAGEMENT?

- COMMIT TO MAKE A DIFFERENCE
- REDEEM THE TIME
- USE TIME EFFICIENTLY
- RECKON WITH TIME

IDENTIFYING PRIORITIES

5. CREATE AN EFFICIENT WORKING ENVIRONMENT

- A clear workspace or desk allows you to fully concentrate on your task
- Make sure you have the right equipment, stationery so that you do not waste time searching for them
- Peace and quiet
- Work in comfortable place with good light
- Have favourite picture on wall or flowers to look at and let your mind relax

BENEFITS OF EFFECTIVE TIME MANAGEMENT

- Increased skills and knowledge
- Creativity
- High Productivity
- Enhanced social relationships
- Service to others
- Financial rewards
- Spiritual Growth
- Better Health – Less Pressure
- Better family and marriage life
- Leisure and Recreation

Group Exercise

- How would you ensure effective time management in your Job Functions as:

- COURT RECORDER
- REGISTRAR
- COURT CLERKS