

Time Management

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity, reacting to crisis after crisis. These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The Time Management workshop will cover strategies to help participants learn these crucial strategies. Participants will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management.

Objectives

Plan and prioritize more efficiently | Overcome procrastination | Handle crises quickly and easily | Delegate more efficiently | Use rituals to make your life run smoother | Plan meetings more appropriately and effectively

Time Management Course Outline:

Module One: Getting Started

- > Icebreaker
- > Housekeeping Items
- > The Parking Lot
- > Workshop Objectives

Module Two: Goal Setting

- > The Three P's
- > SMART Goals
- > Prioritizing Your Goals
- > Visualization

Module Three: Prioritizing Your Time

- > The 80/20 Rule
- > The Urgent Versus Important Matrix
- > Assertiveness

Module Four: Planning Wisely

- > Creating Your Productivity Journal
- > Maximizing the Power of Your Productivity Journal
- > The Glass Jar: Rocks, Pebbles, Sand and Water
- > Chunk, Block and Tackle
- > Ready, Aim, Fire!

Module Five: Tackling Procrastination

- > Why We Procrastinate
- > Nine Ways to Overcome Procrastination
- > Eat That Frog!

Module Six: Crisis Management

- > When the Storm Hits
- > Creating a Plan
- > Executing the Plan
- > Lessons Learned

Module Seven: Organizing Your Workspace

- > De-Clutter
- > Managing Work flow
- > Dealing with E-mail
- > Using Calendars

Module Eight: Delegating Made Easy

- > When to Delegate
- > To Whom Should You Delegate?
- > How You Should Delegate
- > Keeping Control
- > The Importance of Full Acceptance

Module Nine: Setting a Ritual

- > What is a Ritual?
- > Ritualizing Sleep, Meals, Exercise
- > Examples of Rituals
- > Using Rituals to Maximize Time

Module Ten: Meeting Management

- > Deciding if a Meeting is Necessary
- > Using the PAT Approach
- > Building the Agenda
- > Keeping Things on Track
- > Making Sure the Meeting Was Worthwhile

Module Eleven: Alternatives to Meetings

- > Instant Messaging and Chat Rooms
- > Teleconferencing
- > E-Mail Lists and Online Groups
- > Collaborating Applications

Module Twelve: Wrapping Up

- > Words From the Wise
- > Review of Parking Lot
- > Lessons Learned
- > Completion of Action Plans and Evaluations