Time Management

Certificate: None
Duration: 1 Day
Course Delivery: Classroom/ Virtual

Language: English

Credits: 8

Course Overview:

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 - stress declines and personal productivity soars! 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. You will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management. We"ll cover all this and more during this workshop.

Learning Objectives:

After completing this course, the learners will be able to:

- Explore why time management issues arise
- Improve ability to plan and prioritize work
- The importance of setting clear goals
- Minimize wasted time and distractions in the workplace

- How to avoid being deflected from your priorities
- Self-motivation as a time management tool
- Dealing with unexpected events that steal time
- Tools and techniques for effective delegation
- How to say 'no' to some 'now' requests

Prerequisites:

None

Course Materials:

Attendees will receive a course manual with presentation slides and reference materials.

Agenda:

Module One: Goal Setting

- The Three P"s
- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Visualization

Module Two: Prioritizing Your Time

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

Module Three: Planning Wisely

- Creating Your Productivity Journal

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

Module Four: Tackling Procrastination

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

Module Five: Crisis Management

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

Module Six: Organizing Your Workspace

- Declutter
- Managing Workflow
- Dealing with Email
- Using Calendars

Module Seven: Delegating Made Easy

- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate

- Keeping Control
- The Importance of Full Acceptance

Module Eight: Setting a Ritual

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

Module Nine: 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 Ten: Alternatives to Meetings

- Instant Messaging and Chat Rooms
- Teleconferencing
- Email Lists and Online Groups
- Collaborating Applications

Module Eleven: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned

- Completion of Action Plans and Evaluations

Target Audience:

Anybody who is interested in Learning Time Management Skills

Technical Requirements:

For eBooks:

Internet for downloading the eBook

Laptop, tablet, Smartphone, eReader (No Kindle)

Adobe DRM supported software (e.g. Digital Editions, Bluefire Reader)

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