Time Management

Overview

The Time Management workshop will cover strategies to help participants learn crucial strategies that include personal motivation, delegation skills, organization tools, and crisis management.

Target Audience

Professionals in a variety of fields who are seeking improved time-management skills so that they can perform more effectively.

Course Objectives

Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities. Routine and recurring tasks are often given less focus to free time to work on tasks that contribute to important goals. This entire process is supported by a skill set that should include personal motivation, delegation skills, organization tools, and crisis management.

Course Outline

1 - Getting Started

Icebreaker
Housekeeping Items
The Parking Lot
Workshop Objectives

2 - Setting SMART Goals

The Three P's
The SMART Way
Prioritizing Your Goals
Visualization

3 - Prioritizing Your Time

The 80/20 Rule
The Urgent/Important Matrix
Being Assertive

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4 - 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, Fire, Aim!

5 - Tackling Procrastination

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

6 - Crisis Management

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

7 - Organizing Your Workspace

De-Clutter
Managing Workflow
Dealing with E-mail
Using Calendars

8 - Delegating Made Easy

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

9 - Setting a Ritual

What is a Ritual?
Ritualizing Sleep, Meals, and Exercise
Example Rituals
Using Rituals to Maximize Time

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10 - Meeting Management

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

11 - Alternatives to Meetings

Instant Messaging and Chat Rooms
Teleconferencing
E-mail Lists and Online Groups
Collaboration Applications

12 - Wrapping Up

Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations

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