Time Management Workshop

Course Duration 1 Day

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. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

Course Objectives

At the end of the course participants will be able to:

- Plan and prioritize each day's activities in a more efficient, productive manner

- Overcome procrastination quickly and easily

- Handle crises effectively and quickly

- Organize your workspace and workflow to make better use of time

- Delegate more efficiently

- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

Course Outline

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

Prioritizing Your Time
The 80/20 Rule
The Urgent/Important Matrix
Being Assertive

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!

Tackling Procrastination
The Hallmarks of This Stage
Why We Procrastinate

Nine Ways to Overcome Procrastination
Eat That Frog!

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

Organizing Your Workspace
De-Clutter
Managing Workflow
Dealing with E-mail
Using Calendars

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

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

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

Alternatives to Meetings
Instant Messaging and Chat Rooms
Teleconferencing
E-Mail Lists and Online Groups
Collaboration Applications