

TIME MANAGEMENT: Effective Strategies to Manage Your Time & Space

There is an old adage about a woodcutter diligently toiling away at his task, yet doing so with a dull blade. When his wife pointed this out, he replied, "With all this work to do, who has time to sharpen their saw?"

Taking time to evaluate and fine-tune their time management systems is often a low priority for many supervisors. Yet the costs of an ineffective system are significant.

If we do not have a trusted system for capturing information and managing all projects, people become overwhelmed, stressed, and inefficient.

This constant, unproductive preoccupation with all the things we have to do is the single largest consumer of time and energy.
—Terry Gleeson

A Proudfoot Consulting research study in 2007 indicated that the American worker wastes nearly 3 out of every 10 hours worked.

Objective

The purpose of this workshop is to stimulate participants to assess their current systems and apply strategies that will reduce their stress while increasing productivity and efficiency-to sharpen their saws.

Topics

- Cost associated with an untrustworthy collection system
- Prioritizing
- Managing interruptions
- Causes of procrastination
- Organizing workspaces
- Reminder Systems
- Delegation

Duration: 2–4 hours



Joel Sadowsky & Don Boyd
DANCES WITH OPPORTUNITY, LLC
520-795-3943
Jdances@aol.com
www.DancesWithOpportunity.com

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