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 - 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 includes personal motivation, delegation skills, organization tools, and crisis management. We"ll cover all this and more during this workshop.

For more information contact:

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TIME MANAGEMENT OUTLINE :

Module One: Getting Started
- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Pre-Assignment
- Pre-Test
- Pre-Test Answers
- Action Plans and Evaluation Forms
- Action Plan Form
- Evaluation Form

Module Two: Discovering Your Productivity Rhythm
- Know Your Energy
- Work-Life Balance
- Taking Regular Breaks
- The Multitasking Myth
- Time Batching
- Practical Illustration
- Module Two: Review Questions

Module Three: Managing Time with Goals
- SMART Goals
- Visualizing Your Goals
- The 4 P's
- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- Practical Illustration
- Module Three: Review Questions

Module Four: Prioritizing Your Time
- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive
- Chunk, Block and Tackle
- Ready, Fire, Aim!
- Practical Illustration
- Module Four: Review Questions

Module Five: Tackling Procrastination
- Why We Procrastinate
- Overcoming Procrastination
- Eat That Frog!
- S.T.I.N.G
- Dealing With Workplace Distractions
- Practical Illustration
- Module Five: Review Questions

Module Six: Organizing Your Workspace
- De-Clutter
- Managing Workflow
- Organizing Office Supplies
- Dealing With Email
- Using Calendars
- Practical Illustration
- Module Six: Review Questions

Module Seven: Delegating Made Easy
- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate?
- Keeping Control
- The Importance of Full Acceptance
- Practical Illustration
- Module Seven: Review Questions

Module Eight: Setting a Ritual
- What is a Ritual?
- Morning Rituals
- Nightly Rituals
- Example Rituals
- Using Rituals to Maximize Time
- Practical Illustration
- Module Eight: Review Questions

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
- Practical Illustration
- Module Nine: Review Questions

Module Ten: Dealing with Time Barriers
- Unexpectedly Long Tasks
- When Others are Inefficient
- Life Events
- Fear of Failure
- The Power of Positive Thinking
- Practical Illustration
- Module Ten: Review Questions

Module Eleven: The Benefits of Good Time Management
- Improved Quality of Work
- Greater Confidence
- Reduced Stress
- Increased Career Prospects
- Team Collaboration
- Practical Illustration
- Module Eleven: Review Questions

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