



Time Management

About the Course

Designed for

All those wishing to learn how to effectively manage their time by identifying goals, creating daily plans, and recognizing obstacles that stand in the way of efficiency.

Teaching Approach

The teaching approach contains a blend of lectures and practical exercises.

Requirements

None.

Course Material

The majority of this course is spent with a set of prepared exercises and projects so that those attending gain a firm understanding of time management skills. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

Time Management Overview

- Principles of time management
- Understanding the benefits of time
- Identifying different personality types
- Assessing yourself
- Productivity cycles
- Pricing your time
- Creating a time audit
- Using the Pareto principle (the 80/20 Rule)
- Goals and priorities
- Making a to-do list
- Identifying goals
- Setting priorities

Time Management Plans

- Time management plan
- Preparing for a time management plan
- Creating a time management plan
- Daily plan
- Handling obstacles
- Identifying the steps to plan a day
- Using daily plan guidelines

Technology and Time Management

- Technology saves time
- Using technology to save time
- Organizing your computer
- Handling e-mail
- Using your Internet time wisely
- Being productive with telephone time
- Say No

Technology and Time Management Continued

- Saying no
- Creating reasonable workloads
- Identifying the steps to say no

Productivity

- Interruptions and meetings
- Minimizing interruptions from a visitor
- Minimizing interruptions from a co-worker
- Running productive meetings
- Attending productive meetings
- Factors affecting productivity
- Discussing factors that affect productivity

Information Overload

- Causes of information overload
- Handling information overload
- Screening information
- Reducing paperwork
- Organize your office
- Organizing your office
- Identifying types of files
- Communication
- Avoiding miscommunication
- Being an effective listener