

Time Management

Time management 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.

Modules

- Setting SMART goals
- The Three P's
- 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
- Crisis Management: Handle crises effectively and quickly
- Organizing Your Workspace
- Managing Workflow
- Delegating Made Easy
- Setting a Ritual: Use rituals to make your life run smoother
- Meeting Management
- Alternatives to meeting
- Plan meetings more appropriately and effectively

Learning Outcomes

The Time Management Workshop enables the participants to plan and prioritize each day's activities in a more efficient, productive manner.



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned