

Effective Time Management

Training Outline

Course Length: 2 to 3 days

Course prerequisites: none

Overview

This course will give you the skills you need to effectively manage your time in today's fast-paced work environment. Through lecture and hands-on exercises, you will be able to rise above the competition by learning how to effectively utilize your time.

Course Content

Section I: Introduction

- The Ideal Day

Section II: Strategies For Success

- The Time Awareness Principle
- Putting The Time Awareness Principle to Work

Section III: Time Wasters

- Planning
- Organizing and Managing Yourself
- Organizing and Managing Your Environment
- Redefining Your Workload – The Elimination Principle
- Using the Elimination Principle
- Section IV: Priorities & Goals

- The Value of Goals
- Characteristics of Effective Goals
- The Goal Setting Process
- Prioritizing Tasks

Section V: Time Wasters & Productivity Killers

- Paper Stacks
- Handling Incoming and Outgoing Paper
- Procrastination
- Causes of Procrastination
- Characteristics of Procrastinators
- Tactics For Overcoming Procrastination
- Making Meetings Efficient and Effective
- Dealing With Difficult Personalities In Meetings

Section VI: Taking Control of Your Time

- The Daily Time Log
- Dealing With Interruptions
- Keeping Control of Drop-In Visits
- Staying On Schedule
- Dealing With The Telephone
- Shorter Phone Calls
- How To Say “NO”
- The “Quiet Hour”

Section VII: Time Challenges – Time Solutions

- Challenge: Utilizing Your Time Wisely
- Challenge: Taking Control With Self-Management
- Summing It All Up