Practical Time and Workload Management

Course Summary

Description

Almost everyone encounters overwork and the pressure of time constraints even the most organized person can sometimes feel overwhelmed and frustrated. This workshop will introduce you to practical 'how-to' techniques to help you achieve better results, both at work and in your personal life. You will learn how to organize your time effectively and utilize self-management habits that lead to increased productivity both on and off the job.

Objectives

At the end of this course, students will be able to:

- Apply the basic principles and concepts of time management
- Identify and overcome obstacles to successful time management
- Know the difference between reactive and proactive planning
- Create personal scheduling strategies to improve effectiveness
- Juggle multiple priorities, projects and deadlines
- Conquer procrastination

Topics

- Time Management Overview
- Personal Time and Self-Management Skills
- Getting Organized: Planning for Results
- Overcoming Procrastination

Audience

This course is designed for those under pressure who want to gain better control of their workday, and learn to use the time available more efficiently and productively.

Prerequisites

There are no prerequisites required for this course.

Duration

One day

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Course Outline

I. Time Management Overview
- A. How well do you manage your time a personal inventory
- B. Determining time management strengths and weaknesses
- C. Distinguishing between time and choice
- D. Pinpointing obstacles
- E. Dispelling some common myths about time pressure

II. Personal Time and Self-Management Skills
- A. Identifying and dealing with time wasters and interruptions
- B. How to deal with drop-in visitors
- C. Understanding the difference between excellence and perfection
- D. Learning when and how to say no
- E. Clustering common tasks
- F. Using time logs

III. Getting Organized: Planning for Results
- A. The ABC's of effective time planning and scheduling
- B. How to set priorities and establish a daily time plan
- C. Using to-do lists and brings forward files to keep you on track
- D. Identifying priorities when everything seems urgent and/or important
- E. Managing your priorities versus other people's priorities
- F. Planning for the unexpected

IV. Overcoming Procrastination
- A. Understanding between procrastination and justifiable delay
- B. Why people procrastinate
- C. Techniques for overcoming the procrastination habit
- D. Using goal setting as a strategy

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