Effective Time and Self-Management Skills

Course Summary

Description

Everyone must learn to manage time constraints and workplace demands to maximize their effectiveness. This workshop will introduce you to practical tips and life hacks that can lead to increased productivity both on and off the job, and help you achieve better results, both at work and in your personal life. Participants build self-confidence in their ability to manage their time and balance their workload.

Objectives

After taking this course, students will be able to:
- Apply the basic principles and concepts of effective time and self-management
- Identify key behaviors and practices of successful time and self-management
- Plan proactively instead of reactively – planning to stay in control and get ahead of the game
- Develop personal scheduling strategies to improve effectiveness
- Juggle multiple priorities, projects and deadlines
- Overcome procrastination and other distractions

Topics

- Introduction to the Course
- Time and Self-Management Foundation Practices and Life Hacks
- Planning Your Time – Looking Forward
- Strategies and Tactics to Manage Interruptions
- Prioritizing and Organizing Your Work
- Overcoming Obstacles and Managing Yourself

Audience

This course is designed for anyone who wants to improve their time and self-management skills.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I.   Introduction to the Course
Participants are introduced to the topic and discuss the importance, and benefit to themselves, of being able to better manage their time and ability to balance their workload. They also receive an introduction to what will be covered in the course and information about how the course will be run. Participants describe their purpose for participating and their goals for attending the course.

II.   Time and Self-Management Foundation Practices and Life Hacks
Lecture and interactive discussion to discuss the foundation practices and behaviors essential to successful time and self-management, including applying the golden time-management rule: "Handle it once."

III.   Planning Your Time – Looking Forward
Lecture, discussion and about how to plan your day/week/month, including tips and techniques to increase planning effectiveness. Includes:
   A. Time blocking techniques
   B. Estimating how much time is required
   C. Importance of setting daily and weekly goals
   D. Logging and tracking your time – using the past to inform the future

IV.   Strategies and Tactics to Manage Interruptions
Lecture and discussion about how to best manage external and "internal" distractions and interruptions.

V.   Prioritizing & Organizing Your Work
Lecture and discussion about how to prioritize, balance, and manage your workload to maximize your effectiveness.
Items covered in the discussion include:
   A. Distinguishing important from urgent – prioritizing your most important tasks
   B. Finding the best time of day for you
   C. Applying mindfulness techniques to your help you improve your ability to self-manage

VI.   Overcoming Obstacles and Managing Yourself
Lecture and discussion about how to overcome obstacles that block your effectiveness and help you to maintain focus. Includes:
   A. Overcoming procrastination
   B. Handling distractions
   C. Managing email, instant messenger, and other communication needs and demands
   D. Establishing self-rewards for staying focused and on task