

Department of Corporate Training

Time Management – Making Every Minute Count

This full day training class is designed to help you better manage their time to improve your productivity. This program will also assist attendees in identifying their time management style as well current projects. Identifying one's style will assist attendees in capitalizing on their time management strengths and improve interactions with others who have different time management styles. Time will also be spent on how to use current technology to manage their time and projects including the use of Microsoft outlook.

- **Wheel of Life**
 - >Self
 - >Home
 - >Community
 - >Work
- **Time Robbers**
 - >Self-imposed
 - >Other imposed
- **Time Savers**
 - >Meetings
 - >Email
 - >Energy cycles
 - >Planning
- **Causes of Procrastination**
 - >Lack of planning
 - >Lack of focus
 - >Unclear goals
 - >Inability to prioritize
 - >Lack of organizational skill
 - >Overly cautious
- **Conquering Paper Pile-up**
 - >Forward and delegate
 - >Email folders
 - >Reduce duplication
 - >Unsubscribe
 - >Handle paper once
- **Art of Delegation**
 - >Match person with task
 - >Describe expectations
 - >Reward effort
- **Boosting Productivity**
 - >Nutrition
 - >Energy cycle
 - >Mini-breaks
- **Establishing Priorities**
 - >ABC Method
 - >Goal directed
 - >Supervisor directed
- **Time Styles**
 - > Direct
 - > Spirited
 - > Considerate
 - > Systematic
- **Phases of Project Planning**
 - > Define Purpose
 - > Identify Outcome Factors
 - > Mind-mapping
 - > Prioritize Action Steps
- **Using a Paper or Electronic Planner**
 - > Designing your days
 - > Managing E-mail
 - > Reducing E-mail
 - > Managing projects

Learning Outcomes:

Upon conclusion of this class attendees will be able to identify their primary time wasters and learn strategies and techniques to reduce or eliminate them. They will also learn how to reduce unnecessary paper and overcome procrastination by establishing priorities and delegating properly. Attendees will be able to identify their time management style as well as current projects. Identifying one's style will assist attendees in capitalizing on their own management strengths and improve interactions with others who have different time management styles. Time will also be spent on how to use Microsoft Outlook as well as other programs and phone apps to more effectively manage their time.

Contact us for Dates and Cost.

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