

Department of Corporate Training

## Time Management – Making Every Minute Count

This half day training class is designed to help you better manage your time to improve your productivity both at work and outside of work.

- **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 ski
  - >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

### Learning Outcomes:

At this end of this class, attendees will be aware of their basic time wasters and learn various strategies and techniques to reduce or eliminate them. They will also learn how to reduce unnecessary paper and to overcome procrastination by delegating effectively and setting priorities.

### About the Instructor:

The instructor has over twenty years' experience in the training industry and has conducted various training classes within the manufacturing and automotive industries.

**Please Call for Dates and Cost.**

### NOTICE OF NON-DISCRIMINATION

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer.

The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources  
Royal Palm Hall, N-120 – Lee Campus  
8099 College Parkway SW  
Fort Myers, FL 33919  
(239) 489-9293