

Time Management



Days: .5

Prerequisites: None.

Audience: This class is beneficial to everyone.

Description: Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Course Objectives: This workshop teaches participants to:

- Better organize yourself and your workspace for peak efficiency
- Identify the right things to be doing and develop plans for doing them
- Learn what to delegate and how to delegate well
- Take control of things that can derail your workplace productivity

OUTLINE:

LESSON 1: COURSE OVERVIEW

- Instructor will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

LESSON 2: CHANGING OUR PERSPECTIVE

- Next, participants will explore four priorities that we find to be most neglected: connecting with people, paperwork, reading, and exercise. Then, participants will apply their knowledge to a case study. They will also delve into the BOLD model often used to get things done.

LESSON 3: PLANNING TIPS AND TRICKS

- This session will explore different planning tools and their uses.

LESSON 4: PUTTING AN END TO PROCRASTINATION

- This session will give participants some ways to tackle those tasks that they have been putting off.

LESSON 5: SETTING UP A ROUTINE AND GETTING ORGANIZED

- To wrap up the morning, participants will discuss how routines and organizing their work areas can help them manage their time.