

Time Management Essentials - 2 Days

Getting the Most from Every Minute

Course 344 Overview

You Will Learn How To

- Manage your time by integrating proven time management techniques into your daily life
- Make informed decisions about what you do and when
- Apply a structured whole-brain process to shape your current and future commitments
- Proactively schedule tasks, construct weekly plans and daily to-do lists
- Adopt strategies and techniques to handle procrastination and interruptions
- Develop a personal action plan to reap the most benefit from your efforts

Course Benefits

The productivity of individuals and organizations hinges greatly on their ability to plan and manage time efficiently. Harnessing this critical resource increases both employee output and organizational competitiveness. In this course, you gain the personal insight and practical skills to develop and implement a framework for successful time management. You adopt proven tools and techniques to make better day-to-day choices about investing your time and achieving your goals.

Who Should Attend

Those who want to increase their productivity by proactively choosing how and when to invest their time, and those wishing to develop more balance and control over their time commitments.

RealityPlus™

Extensive individual and group activities immerse you in a real-world environment based on your own unique time management challenges. Activities include:

- Identifying your personal time style
- Constructing and applying an Issues/Impact matrix
- Mapping and analyzing current commitments and preferred future situations
- Formulating WISE goals
- Modeling interpersonal techniques to handle interruptions based on a video scenario
- Collaborating with others to create best practice guidelines
- Developing a customized postcourse time management toolkit

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Course 344 Outline

Introduction to Time Management

- Perceiving time as life
- Adopting a whole-brain approach

Evaluating How You Manage Your Time

Essentials of time management

- Contrasting time planning and time management
- Avoiding the psychological time trap
- Taking control of your life through the choices you make

Determining your time style

- Evaluating your current strengths
- Characterizing your personal style of time management
- Recognizing opportunities for improvement
- Assessing the effect of your time style on others

Gaining control over your time

- Identifying your unique pivotal time-related issues
- Appraising your situation with an Issues/Impact matrix
- Targeting factors that adversely impact your time

Structuring Your Responsibilities

Incorporating a time-planning process model

- Harnessing the power of a structured approach
- Reusing the model throughout your life
- Customizing the model to fit your style and needs

Determining your primary purposes

- Assessing clarity of purpose
- Mind mapping your current situation
- Defining the purpose for each of your commitments

Assessing your realities

- Weighing the value of current efforts
- Making choices in a planned way
- Deriving tasks—the raw material of time planning

Creating Your Powerful Future

Envisioning where you want to be

- Leveraging the power of imagination

- Articulating your personal mission
- Choosing a future that works for you

Formulating challenging goals

- Creating a sense of direction
- Generating personal momentum for action
- Setting WISE goals

Moving toward your goals

- Initiating changes to your situation
- Selecting steps and actions

Prioritizing and Scheduling

Focusing your attention

- Taking steps to boost your concentration
- Profiling your energy levels
- Aligning tasks with your high and low periods

Proactively identifying your priorities

- Maximizing the Important/Urgent matrix
- Applying The Pareto Principle for the greatest results
- Prioritizing with ABC123

Building your schedule

- Assigning tasks into a weekly and daily schedule
- Scheduling to create greater work/life balance
- Creating a dynamic to-do list
- Reducing mental clutter

Techniques for Controlling Your Time

Overcoming procrastination

- Identifying the root causes of inaction
- Beating the deadline-driven trap
- Approaching your tasks positively

Diffusing the impact of others

- Handling interruptions constructively
- Asserting yourself politely and calmly
- Conquering overcommitment

Dealing proactively with information overload

- Customizing your workspace
- Stepping off the "e-mail-go-round"
- Evaluating your information flow and retrieval process

Getting the Best Return on Your Time Investment

Analyzing your progress

- Conducting regular reviews
- Comparing planned vs. actual usage with a time log

Changing your time habits for the better

- Calculating potential time savings
- Exercising the freedom to do it your way
- Writing a Personal Statement of Commitment