

TIME MANAGEMENT COURSE OUTLINE

Losing track of time? Is procrastination preventing you from being successful? Learn not only how to keep track of time, but also how to stay on top of projects and deadlines. At the end of this workshop, you will become more productive and be able to make better use of your time.

MODULE ONE: GETTING STARTED

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

MODULE TWO: GOAL SETTING

- The Three P's
- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Visualization

MODULE THREE: PRIORITIZING YOUR TIME

- The 80/20 Rule
- The Urgent Versus Important Matrix
- Assertiveness

MODULE FOUR: PLANNING WISELY

- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Chunk, Block, and Tackle
- Ready, Fire, Aim!

MODULE FIVE: TACKLING PROCRASTINATION

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

MODULE SIX: CRISIS MANAGEMENT

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

MODULE SEVEN: ORGANIZING YOUR WORKSPACE

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

MODULE EIGHT: DELEGATING MADE EASY

- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate
- Keeping Control
- The Importance of Full Acceptance

MODULE NINE: SETTING A RITUAL

- What is a Ritual?
- Ritualizing Sleep, Meals, Exercise
- Examples of Rituals
- Using Rituals to Maximize Time

MODULE TEN: MEETING MANAGEMENT

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting Was Worthwhile

MODULE ELEVEN: ALTERNATIVES TO MEETINGS

- Instant Messaging and Chat Rooms
- Teleconferencing
- E-mail Lists and Online Groups
- Collaborating Applications

MODULE TWELVE: WRAPPING UP

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations