

Time Management



Topic-Level Outline

Key Learning Objective:

Effectively manage your time by identifying goals, creating daily plans, and recognizing obstacles.

Days: 1
Prerequisites: None

Time management overview

- Principles of time management
 - Understanding the benefits of time
 - Identifying different personality types
 - Assessing yourself
- Productivity cycles
 - Pricing your time
 - Creating a time audit
 - Using the Pareto principle
- Goals and priorities
 - Making a to-do list
 - Identifying goals
 - Setting priorities

Time management plans

- Time management plan
 - Preparing for a time management plan
 - Creating a time management plan
- Daily plan
 - Handling obstacles
 - Identifying the steps to plan a day
 - Using daily plan guidelines

Technology and time management

- Technology saves time
 - Using technology to save time
 - Organizing your computer
 - Handling e-mail
 - Using your Internet time wisely
 - Being productive with telephone time
- Say "No"
 - Saying "no"
 - Creating reasonable workloads
 - Identifying the steps to say "no"

Productivity

Interruptions and meetings

- Minimizing interruptions from a visitor

- Minimizing interruptions from a co-worker

- Running productive meetings

- Attending productive meetings

Factors affecting productivity

- Discussing factors that affect productivity

Information overload

Causes of information overload

- Handling information overload

- Screening information

- Reducing paperwork

Organize your office

- Organizing your office

- Identifying types of files

Communication

- Avoiding miscommunication

- Being an effective listener