

Course ID
TIMEMGT
Course Duration
1 day

Course Title
Getting More Done in Less Time: Time & Priority Management

Related Courses

- Stress Management: Coping with Today's 24/7 Jobs! (STRESS, 1day)

Aimed At

Anyone at any level who is faced with more work than fits his or her day.

Group Size

7-25

Prerequisites

None

Course in a Nutshell

Are you chained to your desk, with little time for yourself or those important to you? Or do you walk away frustrated and stressed at the end of the day, leaving many critical things unfinished? If so, you are not alone. The business world continues to demand more work in less time from fewer people.

This course will help you get a handle on the priorities and organization of your life. It will provide you with a system for planning, organizing, and managing your daily routine as well as the major projects. We will show you how to link your activities to your and your organization's values and strategic objectives. This will help you work strategically with the time you have, putting first things first. You will learn how to replace clutter with organization, handle interruptions, overcome procrastination, control the time-wasters, and run more productive meetings. You will also learn the eight-step planning process to bring order to life's chaos. You will walk away from the course knowing how your duties fit into the global priorities and with the tools to better plan, organize, and execute your day-to-day routine.

Customize It!

Customize this course to your specific needs at little-to-no additional cost.

- *Team focus:* If you believe that your team can benefit from improved work methods, tell us about your organizational structure, work flow, and interactions, so we can help you streamline your processes as part of this course.
- *Meeting focus:* If the meetings are an important part of how you get your work done, we can conduct this course as a meeting, so your team can learn how to run effective meetings while also learning how to manage priorities and time.
- *Integrated time/stress management class:* Tackle these related issues together in a two-day holistic treatment of priority, time, and stress management.

Learn How To

- Link your daily tasks to your personal and organizational values and strategic plans so that the most important work gets done first
- Create a system for goal setting and planning for daily, weekly, and long term projects
- Eliminate the four major productivity wasters
- Make e-mail and voice mail communications more time-efficient
- Get more done through delegation and empowerment, even with your peers
- Overcome procrastination
- Alleviate the stress caused by deadlines and the “out of control” feeling
- Resolve time conflicts where someone else has control
- Recognize when and how to say “no” effectively
- Use five strategies to make meetings more time-efficient and effective, whether you are the leader or a participant

Course Outline

- Introductions
 - My biggest time wasters
 - Game: Dealing with competing interests; uncover why we don’t manage time well
- Setting Priorities: Determining What is Important
 - Stephen Covey’s Quadrants
 - Values: Are they aligned with my activities?
 - Developing a strategy for prioritization
- Managing My Biggest Time Wasters
 - Clutter versus organization (how much is okay?)
 - Managing incoming communication
 - Decision making tools
 - When people barge in: The solution is simple!
- Procrastination
 - Identifying causes
 - Overcoming the procrastination urge
 - Three words to fight procrastination
 - Creating a plan to move forward
- Creative Planning
 - The eight-step planning process
 - A planning system that works for you
 - Planning and not “doing” exercise
 - Creative problem solving and decision making
- Managing Meetings effectively
 - Why have a meeting?

- Setting agenda and participant expectations
- Causes for meeting disruptions
- The roles that add value to a meeting
- Getting folks here on time!
- Three ways to evaluate a meeting
- Wrap Up
 - Alleviating stress from that “outacontrol” feeling
 - Creating an action plan

How You Will Learn

- A seasoned instructor will present this course in a highly interactive “workshop” (lecture/practice) format.
- To keep learning relevant, you will engage in exercises and case studies that mirror the kinds of situations you encounter in your own daily work routine.
- You will receive a printed Participant Handbook which will help you remember and retain what you learned in class and apply it on your job.
- Bonus materials: You will be provided with templates and tools for managing procrastination, making decisions, solving problems, and optimizing meetings.

Revised

Nov. 28, 2005