

Steps to Effective Time Management

(4 hours of classroom time)

Learning Goal

Participants will have the opportunity to explore common time management pitfalls and strategies they can use to overcome them. Participants will identify their personal time management style, recognize the strengths of other styles and customize an approach that will meet their current time management needs based on their jobs. Participants will learn techniques for overcoming procrastination, how to manage themselves and others, and how to manage paper and emails.

Pre-work- Complete the Time Mastery Personal Profile online prior to the workshop

Course Objective - At the end of this 4-hour workshop, participants will be able to:

Identify and analyze how you currently use your time.

- Recognize when and how procrastination derails your ability to stay effective.
- Define and commit to important goals and tasks.
- Use a priority matrix to identify and set priorities.
- Create a system to manage paper and email.
- Manage interruptions and learn that saying “no” is appropriate.
- Use Microsoft Outlook as a time management tool.
- Develop and commit to two actions that will result in personal time management effectiveness.

Course Outline

Introduction of Module

- Define time management and the benefits of using techniques that can increase productivity and efficiency and reduce stress.
- Identify your personal behaviors and attitude about Managing Time.
- **Conduct Activity – Assess your time management style**
 - Participants will review the results of their *Time Mastery Assessment Report* focusing on their attitude towards time management
 - Participants will respond to questions to analyze their natural tendencies and approaches to time management.
- **Eliminating Procrastination**
 - Identify and discuss the reasons for procrastination.
 - Review tips to overcome procrastination.
 - Apply prioritizing techniques to eliminate procrastination.
- **Managing yourself and others to stay on track**

- Recognize how setting boundaries can decrease stress and provide a sense of personal power.
- Identify strategies that help maintain positive boundaries with co-workers and your manager.
- Identify strategies to manage interruptions.
- **Managing paper and emails**
 - Identify strategies to eliminate clutter.
 - Create a system to organize your files, paper, and email
- **Time Saving Techniques**
 - Identify tasks that are similar that can be grouped together to increase efficiency.
 - Develop a master list of tasks that need to be completed and identify the level of urgency, time, and the source of the task.
 - Assess tasks using a priority time matrix to determine importance and urgency. Review previous activity to adjust urgency if needed.
 - Plan for the unexpected.
- **Time wasters**
 - Identify how technology, socializing, overcommitting, etc. can interrupt your focus on important tasks.
- **Conduct Activity – Review Personal Time Tracker Tool**
 - Review the Personal Time Tracker Tool completed as pre-work. Complete a practice worksheet to realign the daily activities tracked to create a more time effective week using the skills covered in the course.
- **Discussion – Techniques and Tools to Keep You on Track**
 - Review time management best practices/strategies – new habits vs. old habits
 - Review organizational tools available to participants and provide brief description about why, how and when to use them (e.g. Outlook, Daily Planner)
- **Action Planning**
 - Commit to recording two weeks of work activity on the *Personal Time Tracker Tool*, analyzing results and making appropriate changes based on workshop best practices.
 - Commit to one best practice to begin using immediately to change personal time management behavior.