

Time Management – Getting Organized

This program will help you determine your own time style and make it work for you. You will also learn techniques involved in self-management that will assist you in getting more done in less time.

Program Content:

Introduction

- What is Time Management?
- Objectives
- Ice Breaker

Do You Have a Time Style?

- Identifying Your Time Style
- Time Style Profile
- Your Time Style Strengths
- Your Time Style Weaknesses
- How are You Spending Your Time?
- How Much is Your Time Worth?

Time Wasters

- Got a Minute?
- Information Overload
- Too Many Gadgets

Getting Started

- How Do I Get Organized?
- What is a Priority & How do You Know it is?
- The Healthy To Do List
- Using and Organizing Email Effectively
- The Timely Approach to Meetings
- Managing Project Time
- Creating More Time Through Delegation
- Helping Others to Manage Their Time Effectively
- Putting a Jump Start into Your Day

Balancing Work and Home

- Stop and Reflect Workshop

Facilitation: 1 day (1 Gold Seal Special Industry Course (SIC) Point)

