

Time Management Seminar

Topics Covered:

- ✓ Using a “to-do” list
- ✓ Using planning tools
 - setting a schedule
 - What planning tool works for you?
- ✓ Estimating techniques
 - Determining level of effort (amount of time) and duration (across a span of time)
- ✓ Identifying the most important
 - Linkage to mission and vision
 - Setting goals
- ✓ The SMART technique
- ✓ Tying activities back to goals
 - spending time only on activities relative to the most important goals
- ✓ How to plan for interruptions but not let them disrupt our schedule
- ✓ How to develop and use an agenda
- ✓ Meeting etiquette – starting on time, managing to the agenda
- ✓ Following up
 - Using meeting minutes
 - Using action plans

Benefits of time management – ORGANIZATION	Benefits of time management - INDIVIDUAL
Increased productivity	Reduced stress
Increased efficiency	Higher level of personal accountability
More effective meetings	Feelings of accomplishment and integrity
More effective communication	Improved relationships – at work and at home
Improved project management and teamwork	Completed goals

Who should attend?

Anyone who needs improved time management techniques and time management skills would benefit from this course.