

TIME MANAGEMENT: A SYSTEMS APPROACH

Time is one of the most mystifying elements of life. While philosophers and scientists are pondering its secrets, you have already discovered the symptoms of time mismanagement that can lead to frustration and loss of motivation:

- No matter how hard one works, there's always too much to do
- A feeling that time has become a taskmaster
- Less and less satisfaction with work at the end of the day

This is a seven-hour interactive course for anyone who needs to master time and become more effective personally and professionally. The individual and team activities will stimulate interest and reinforce key concepts that you can apply right away.

COURSE OBJECTIVES

Upon completion, participants will be better prepared to:

- Identify and value what is most important in life (work/personal)
- Use proven time-management tools
- Apply key time-management principles
- Handle emergencies, interruptions, and perfectionism, and procrastination
- Identify time wasters and eliminate them
- Organize their workspace

COURSE OUTLINE

1. Overview
2. Prioritizing
 - “Time Chart” for prioritizing life (strategic)
 - “ABC Method” for prioritizing tasks (tactical)
3. Time Management Principles
 - “Urgent vs. important” to minimize reactive behavior
 - “Pareto” to avoid pitfalls perfectionism
4. Tips and Tricks
 - How to Beat the Most Common Time-Wasters
 - How to Defeat Procrastination
5. Organizing Workspace
 - The secret of simplifying
 - Organizing cubicles for efficiency
6. Action Plan