

## **Practical Time and Workload Management**

### **Course Summary**

#### **Description**

Almost everyone encounters overwork and the pressure of time constraints even the most organized person can sometimes feel overwhelmed and frustrated. This workshop will introduce you to practical 'how-to' techniques to help you achieve better results, both at work and in your personal life. You will learn how to organize your time effectively and utilize self-management habits that lead to increased productivity both on and off the job.

#### **Objectives**

At the end of this course, students will be able to:

- Apply the basic principles and concepts of time management
- Identify and overcome obstacles to successful time management
- Know the difference between reactive and proactive planning
- Create personal scheduling strategies to improve effectiveness
- Juggle multiple priorities, projects and deadlines
- Conquer procrastination

#### **Topics**

- Time Management Overview
- Personal Time and Self-Management Skills
- Getting Organized: Planning for Results
- Overcoming Procrastination

#### **Audience**

This course is designed for those under pressure who want to gain better control of their workday, and learn to use the time available more efficiently and productively.

#### **Prerequisites**

There are no prerequisites required for this course.

#### **Duration**

One day

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### **Course Outline**

#### **I. Time Management Overview**

- A. How well do you manage your time a personal inventory
- B. Determining time management strengths and weaknesses
- C. Distinguishing between time and choice
- D. Pinpointing obstacles
- E. Dispelling some common myths about time pressure

#### **II. Personal Time and Self-Management Skills**

- A. Identifying and dealing with time wasters and interruptions
- B. How to deal with drop-in visitors
- C. Understanding the difference between excellence and perfection
- D. Learning when and how to say no
- E. Clustering common tasks
- F. Using time logs

#### **III. Getting Organized: Planning for Results**

- A. The ABC's of effective time planning and scheduling
- B. How to set priorities and establish a daily time plan
- C. Using to-do lists and brings forward files to keep you on track
- D. Identifying priorities when everything seems urgent and/or important
- E. Managing your priorities versus other people's priorities
- F. Planning for the unexpected

#### **IV. Overcoming Procrastination**

- A. Understanding between procrastination and justifiable delay
- B. Why people procrastinate
- C. Techniques for overcoming the procrastination habit
- D. Using goal setting as a strategy