

Time Management

Course Overview

How You Will Benefit

During the workweek, the calendar fills up fast. After cleaning out inboxes, tending to personal responsibilities, attending meetings, getting unexpected calls and processing administrative clutter, your window of productivity can slowly disappear. Add to that a tendency to procrastinate, get distracted or lose track of time chit-chatting, and time management can become a real problem. According to a Harris Poll which surveyed over 3,000 private sector workers in 2014, one in four workers spend at least one hour a day using technology for personal use.

Although these mini-breaks might seem relieving, they actually contribute to workday stress. In fact, employees who can prevent interruptions experience less stress than those who seek them. A study in the Journal of Applied Psychology found that time management behaviors, like goal setting and prioritizing, have positive effects because they make employees feel in control, leading to fewer anxieties and greater job satisfaction.

Through this course you will learn which time-management style works best for you and how to eliminate bad work habits. As a result, you will be able to increase productivity, be more dependable, handle interruptions, feel in-control of your workweek and reduce stress.

Course Objectives

Successful completion of this course will increase your ability to:

- Define various approaches to time management.
- Assess your time management style.
- Outline traditional time management steps.
- Acknowledge when traditional time management works well and when it does not work well.
- Recognize the causes of procrastination and implement tips to overcome procrastination.
- Use a four-step strategy to make to-do lists manageable.
- Initiate one of three options to handle incoming paper.
- Clear out clutter and organize your workspace.

Course Objectives (Continued)

- Apply time-saving techniques.
- Determine when tasks can be automated.
- Identify the priorities and boundaries of your job.

Key Topics Covered

This course explores the following subjects in depth:

- Traditional time management as a structural approach to the completion of tasks
- Non-traditional time management styles like amiables, drivers and expressives
- The causes of procrastination from perfectionism and fear of failure to poor memory or lack of organization
- Setting boundaries and saying “no” to coworkers and bosses
- Managing interruptions by more effectively communicating

What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts in a risk-free environment
- Thorough set of materials: Instructor Guide, Participant Guide, classroom PowerPoint presentation, and one-page Learning Summary

Registration Information

Participant name: _____

Department: _____

Position: _____

Email: _____

Phone number: _____

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