
Time Mastery: Organized for Peak Performance

Course Overview

The way we perceive time has a dramatic influence on our behavior. You will not be able to control it master it, pace it, or use it as a strategic factor unless you understand its impact on your life, both professional and personal. Time is absolute – that is, a day is a day, an hour is an hour, a minute a minute – but our perception of time is far from constant. The aim of this course is to enable participants to be more productive in their professional and personal lives by improving the way they manage their time and establish priorities. Participants will analyze current time use and explore ways to prioritize tasks and work more efficiently.

Learning Objectives

At the conclusion of this training program, participants will be expected to:

- Better organize their workspace and their paper for peak efficiency.
- Understand the importance of setting goals and developing strategies for achieving them.
- Understand the importance of prioritizing work in order to meet deadlines.
- Take control of those things that would derail workplace productivity.

Pre-Workshop Assignment

Participants will be asked to (1) discuss the workshop with their manager, to make certain they will have time at conclusion of the workshop to discuss priorities and organize their workspace. They will also be asked to (2) complete a workload analysis and (3) identify a buddy who will support them as they make the changes required to work more efficiently.

Outline

- Introductions, Learning Objectives and Agenda
- Discussion of Pre-workshop Assignment
- Developing a Personal Productivity Philosophy
 - Identifying productivity pay-offs
 - Working on the right things
 - Setting SMART action goals
 - Taking responsibility to make sure plans get implemented
- Learning to Plan
 - The elements of planning
 - Choosing a planner and using it properly
 - Turning a “To Do” list into action
- Organizing Your Work Area and Your Paperwork
 - Organizing your work area
 - Organizing your filing system and keeping it organized
 - Handling reading and mail
- Working Effectively with Technology
 - Computer files
 - Electronic email

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- Managing Projects
 - What is a “project”?
 - Setting project goals
 - Determining “Milestones”
 - Developing “Project Action Plans”
 - Budgeting time and financial costs
- Effective Use of Meeting Time
 - When you chair a meeting
 - When you attend a meeting
 - The follow up to a meeting
 - Alternatives to meetings and how to use them
- Removing Obstacles
 - Dealing with interruptions
 - Dealing with the telephone
 - Dealing with your supervisor/manager
 - The need for change and self-discipline
 - Measuring progress
- Review and Action Plan
- Evaluation

Post-Workshop Follow-up:

Participants will be asked to complete an impact evaluation six weeks after the conclusion of the program to determine the training value and applicability back in the workplace.