
Strategic Time Management

This program will help participants to recognize how to maximize their time, and plan accordingly.

Program Content:

Introduction

- What is Time Management
- Objectives

What is Your Time Worth

- Naughty, Naughty Speed

Test of Time

Do You Have to Do It?

- How to Delegate Effectively – The Process
- How to Delegate Worksheet

Prioritize It

- What is A Priority and How Do You Know it is?
- What is “Urgent”, “Strategic” and “Necessary”
- Where Should Your Time Be Spent?
- Your Ideal Work Day

Plan It

- Planning Style Assessment
- Planning, From Start to Finish
- Planning Successfully
- The Planning Model
- Action Steps
- Action Planning Worksheet

Time Management Tools

- Dealing with Gadgets
- The BlackBerry
- The Telephone/Cell Phone
- E-Mail
- The Calendar
- Handling Interruptions

Measuring Your “Time” Success

- What Should Be Measured?

Learning Journal