



Effective Time Management

Prerequisites: None

Length: One Day

Summary: You will identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.

Course Content

DEFINING GOALS

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- Articulate Goals

ANALYZING ENERGY ALLOCATION

- Identify How Energy Is Spent
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

IDENTIFYING PERSONAL STYLE

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

ASSEMBLING THE TOOLBOX

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

CREATING AN ACTION PLAN

- Create the Action Plan
 - Evaluate the Time-Management Process
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