

Managing Time Effectively

Time is a critical resource in the modern lean organization. This 1-day course will help participants understand how better time management can help to efficiently use resources and achieve goals. Students will complete a Time Mastery personal profile and will develop a personal action plan to manage their available time more effectively.

Hours: 8 a.m. – 4 p.m.

Length: 1 day

Course Objectives:

Participants will learn to:

- Recognize the biggest time wasters in their office.
- Develop strategies to eliminate or minimize time wasters.
- Develop a personal time management strategy.

Who Should Attend:

Any colleague or associate interested in making more effective use of their time.

Related Seminars:

- Essential Skills for the Modern Manager.
- Essential Skills for the Modern Supervisor
- Building High Performance Teams



Seminar Content

Introduction

- What is Time Management?
- Why is it needed?
- Why we don't Manage our time
- Where we spend our time
- Value of Time Management

Assessing Your Time Management

- Time Mastery Profile
- How we spend our time
- Developing a Time Log
- Time Management Survey

Time Management Behaviors and Habits

- Attitudes
- Goals
- Priorities
- Analyzing
- Planning
- Scheduling
- Interruptions
- Meetings
- Delegation
- Procrastination
- Team Time
- Other Items to Avoid

Developing Your Personal Action Plan

- Defining an Action Plan
- Committing to Action
- Reinforcing Positive Behaviors

Summary