

“ TIME MANAGEMENT ”

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This half-day course teaches employees how to make more effective use of their time. By understanding how the employee currently uses their time, they are better able to understand the things they do that are “time wasters”. As part of the class, the employee will also learn the value of being a more effective delegator and the importance of prioritizing their work so that they are focusing on the tasks with the greatest value. Utilizing the “Time Mastery Profile”, the employee will gain insights for improvement in twelve different skill areas. The course will prove beneficial for all employees, managers, supervisors and individual contributors.

Learning Objectives

- Understanding the Difference Between “Effective” and “Efficient”
- Determining if a Task is “Urgent” or “Important”
- The Importance of Effective Delegation
- Better Understanding of Your “Circle of Influence”
- How to Better Prioritize Your Activities
- Through the Time Mastery Profile, learn where you are competent and where you can improve your Time Management Skills

Outline	Time
1. Overview and Introductions	8:00 — 8:15
2. Time Management: Group Discussion	8:15 — 8:45
3. Characteristics of Time – 168 hours per week	8:45 — 9:00
4. Individual Exercise	9:00 — 9:15
5. Where Does It Go: Timewasters?	9:15 — 9:30
6. Break	9:30 — 9:45
7. Case Study	9:45 — 10:00
8. Written Day Planner: How to Use Effectively	10:00 — 10:15
9. Prime Time/Charting Your Energy Cycle	10:15 — 10:30
10. Urgent or Important?	10:30 — 10:45
11. Interaction and Clarification: video	10:45 — 11:00
12. Time Mastery Profile©	11:00 — 11:40
13. Twelve Steps for Effective Time Management	11:40 — 11:45
14. Summary and Evaluations	11:45 — 11:50

Audience	Length	Tools	# Participants	Format
Supervisors, Managers, and Professionals	4 hours	Daily Time Log, Effectiveness Index, Circle of Control	12 — 18	Classroom, leader led, interactive, skills practice, self-evaluations