

Course Content

Also called Time Management Skills One Day Workshop

The Time Management Skills workshop will help managers, supervisors, team leaders or team members learn how to implement effective time management. During this one-day workshop participants will cover the following topics: Principles of time management, time management plans, technology and time management, increasing productivity, avoiding information overload, organizing your office & learning to communicate effectively.

Prerequisites:

None

Topics:

Time Management Overview

- Principles of Time Management
- Productivity Cycles
- Goals and Priorities

Time Management Plans

- Time Management Plan
- Daily Plan

Technology and Time Management

- Technology Saves Time
- Say “No”

Productivity

- Interruptions and Meetings
- Factors Affecting Productivity

Information Overload

- Causes of Information Overload
- Organize Your Office

Communication