TIME MANAGEMENT SERIES

This series provides strategies to help users use their professional time more effectively. It provides an overview of gauging how time is spent, and how to better organize and use time more efficiently. It provides guidance on developing action-oriented objectives, keeping and analyzing a time log, organizing and prioritizing objectives and tasks, and using time blocks. Strategies for controlling the length and effectiveness of meetings are discussed in detail, along with strategies for managing paperwork, phone calls, email, and procrastination. Effective techniques for useful communication with coworkers are also discussed, including handling interruptions.

COURSE 1: INTRODUCTION

- Identify the dangers and myths of the perfect time manager
- Organize and prioritize tasks to reach goals
- Make use of time blocks and minimize interruptions
- Define effective time usage and efficient time usage
- Evaluate how you spend your time at work
- Identify environmental productivity influences
- Utilize brainstorming techniques
- Develop action-oriented objectives
- Rank your objectives in priority order
- Develop a plan to create uninterrupted time
- Keep and analyze a time log.

COURSE 2: MEETINGS

- Control small meetings
- Plan and maximize effectiveness of larger meetings
- Establish recurring meetings

COURSE 3: MANAGING WORK

- Manage the flow of paperwork
- Make the most of time on the phone
- Use electronic mail effectively
- Handle procrastination

COURSE 4: CO-WORKERS

- Communicate effectively with co-workers
- Manage interruptions