

MANAGING YOUR TIME, PRIORITIES, AND SCHEDULE

How to Control Your Day in an Uncontrollable Workplace



PROGRAM DESCRIPTION

Do you find yourself continually racing against time? Do you feel that you have so much to do that it's difficult to get anything done? Time management is much more complicated than making a list and checking things off. Managing time effectively is the key to managing your individual performance. Learn how to set priorities and focus on what's truly important, plan and schedule your day, and organize your calendar and tasks.

COURSE OBJECTIVES

» Learn how time management is like money management	» Find out the critical components of an effective time management system
» Understand why productivity has nothing to do with how much you complete	» Learn why your current time management system is not working for you
» Know seven reasons why planning should be done at the end of the day	» Schedule your day realistically and systematically while building in flexibility
» Discover an easy way to determine the most important tasks on your to-do list	» Audit your time with a time log to discover where you're wasting time
» Implement a four-step process to pinpoint your high value priorities	» Control your reading pile and get through it in record time
» Determine how to deal with people and tasks that waste your time	» Make effective use of down, waiting, travel, bit, and in-between time