

TIME MANAGEMENT TRAINING

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COURSE LENGTH: 1.0 DAYS

The PD Training Time Management Training Course will help you become more productive and more efficient in your role, and includes training in effective time management strategies such as goal setting, task prioritization and delegation, applying Pareto's 80/20 rule, managing emails, how to overcome the procrastination habit and much more.

We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively before attending the course - you'll receive an invitation to do this once you've enrolled. The trainer will then customize the training to your needs and cover those topics in more detail.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

TIME MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Understanding, identifying and defining your long-term goals is the very first step for effective time management. With the broader goal in the background, you can now set a series of short-term goals that will guide you to the longer-term goal.

By applying the skills taught in Time Management Training, you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time, but in prioritizing, organizing, focusing efforts and managing more effectively.

OUTCOMES

By the end of this training session, participants will be able to:

- ▶ Set S.M.A.R.T. goals
 - ▶ Prioritize effectively
 - ▶ Understand how to apply the 80:20 rule
 - ▶ Categorize tasks using the Urgent/Important Matrix
 - ▶ Manage Email
 - ▶ Plan strategically
 - ▶ Gain lasting skills to tackle procrastination
 - ▶ Handle high pressure, crisis situations with ease
 - ▶ Learn to organize the workspace for efficiency and productivity
 - ▶ Master when and how to delegate for maximum productivity
 - ▶ Set daily rituals for better productivity
 - ▶ Gain insightful skills to better manage meetings and keep them on track
 - ▶ Discover alternatives to in-person meetings
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

Lesson 2: Types of Goals

- ▶ Three P's
- ▶ S.M.A.R.T Goals
- ▶ How to Prioritize
- ▶ Staying Focused

Lesson 3: Prioritize the Day

- ▶ Pareto's Law
- ▶ Immediate Tasks vs Planned Tasks
- ▶ Staying on Track

Lesson 4: Plan to Succeed

- ▶ Planning Documentation
- ▶ Implementing Planning Documentation
- ▶ Choosing Tasks Based on Importance
- ▶ Breaking Large Tasks Down
- ▶ Targeted Tasking

Lesson 5: Removing Avoidance

- ▶ Procrastination Explained
- ▶ Nine Steps to Stop Avoidance
- ▶ Frogs for Dinner?

Lesson 7: Organized Work Stations

- ▶ Remove Disorder
- ▶ Manage Work Requirements
- ▶ Manage Electronic Communication
- ▶ Calendering for Success

Lesson 9: Rituals Are Required

- ▶ What Should be Ritualized
- ▶ Managing Basic Human Functions
- ▶ Examples to Follow
- ▶ Create More Time

Lesson 11: Meeting Options

- ▶ Virtual Conversations
- ▶ Conference Calls
- ▶ Electronic Communications
- ▶ Using Cloud-Based Applications

Lesson 6: Managing Unexpected Events

- ▶ Crisis Happen
- ▶ Planning and Preparation
- ▶ Time for Action Mode
- ▶ How to Avoid the Next Crisis

Lesson 8: Delegation Principles

- ▶ Delegation Explained
- ▶ Assigning Delegation
- ▶ How to Delegate
- ▶ Accepting Delegation

Lesson 10: How to Best Manage Meetings

- ▶ Is a Meeting Required?
- ▶ Implement the PAT Technique
- ▶ Writing Agendas
- ▶ Stop Discussion Deviation
- ▶ Post-Meeting Follow-Up

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)