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Time Management Training

Learn proven and effective strategies to improve your ability to get your work done; and to deal with emails, interruptions and new priorities.

Today's successful workforce needs to be trained to consistently maintain the necessary levels of productivity in a working environment that is complex and fluid. Every member of the team needs to take responsibility for their productivity and they need to be properly equipped to be able to get their work done in a timely manner. They need to take ownership for their work; their priorities and their results. This includes the ability to effectively incorporate new tasks and priorities from others into their daily plan. And because we live in the age of instant communication and constant connectivity; each person needs to be able to utilize email and technology to achieve their results without being overwhelmed or distracted. The In-box needs to be part of the solution not part of the problem.

- ***Learn how to use your time in the most effective way to get your work done.***
- ***Learn to set realistic priorities and get them done.***
- ***Learn to overcome time wasters.***
- ***Learn to be more organized.***
- ***Learn to stay in control of emails.***
- ***Spend less time "looking for your stuff".***

This session combines Time Management principles with the use of Time Management tools, focusing on the tools your people use, including; Outlook, BlackBerry, iPhone, or Day-Timers. Learn to use today's Time Management tools more effectively.

Learn the Elements of Time Management:

- ***Eliminate Time Wasters to create more Discretionary Time.***
- ***Increase efficiency at getting tasks done.***
- ***Plan your day (discretionary time) in order to better accomplish your goals/ objectives/ key results.***
- ***Make better decisions in regards to emails, interruptions and new priorities.***

Did you know....?

- most people spend up to 35 minutes a day looking for their stuff....

- if you're working on a task that requires even a moderate level of focus and concentration, and you get pulled away from that task; it can take 12 to 17 minutes to get back into that task.

Many people need to get more of their time.

There are a number of things we can do to manage our time better:

- we can reduce the **amount of time spent looking for emails and other documents**
- we can set up our working environment and develop habits to stay **more focused** on critical tasks
- we can **identify time wasters** and reduce them
- we can learn to **make better decisions** about how we organize our work and how we spend our time
- we can learn **best practices for Email Management** and implement them with our emails
- we can learn to use the many **Time Management tools** available to us better (Outlook, BlackBerry, iPhone, Android Smartphone)

Learning Points:

- Understanding Time Management in the context of today's highly reactive and complex workplace.
- Identifying my Time Management issues... what are the factors affecting my productivity, and what Time Management strategy do I need?
- Priorities... how to determine what is a true priority... how to stay more focused on my priorities and get more of them accomplished.
- Time Management tools... learning how to use today's most common tools (Outlook, BlackBerry, iPhone) to make a **real difference** in my day-to-day productivity and my ability to manage my workload better.
- Dealing with the new work and the last minute tasks that arise though-out the day.
- Best practice techniques for dealing with emails... making decisions, deleting, and how to file the emails we need to keep in a way that makes them easier to find
- Dealing with other types of interruptions.

Some of the things you will learn in this session include...

- ***Learn the power of a task list and how to use it to leverage your productivity and priorities.***
- ***Learn how to deal with your emails decisively.***
- ***Reduce stress.***
- ***Track important email conversations with greater ease.***
- ***Learn to ask for the help you need to get your work done.***
- ***Learn to make better choices about the email conversations you get pulled into.***
- ***Learn powerful techniques to be...***
 - ***More focused on your priorities***
 - ***More efficient in getting your work done***
 - ***More organized; spending less time looking for your stuff***
 - ***Less distracted***
- ***Learn how to manage the technology rather than the technology managing you.***

STOP... forgetting things. STOP... wasting time looking for emails and files. STOP... being always at the mercy of interruptions and emails.

START... organizing your work. START... getting back control. START... seeing more results from your work.