Time Management: Get Organized for Peak Performance

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. In this one-day workshop, participants will learn how to make the most of their time by getting a grip on their office space, organizing their workflow, learning how to use their planner effectively, and delegating some of their work to other people.

Specific learning objectives include:
- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity.

Introduction and Course Overview
You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

The Power of Change
To begin, participants will use their pre-assignment to identify areas where they want to change their time management approach.

Understanding Yourself
Next, participants will discuss the left brain and right brain approaches to time management.

Setting Goals
During this session, participants will learn how to set SMART goals to help them manage their time better.

Planning
This session will explore different planning tools and their uses.

Setting a Ritual
To wrap up the morning, participants will discuss how setting a ritual can help them manage their time.

The Four D's
Next, participants will learn how to Do, Dump, Delay, or Delegate any task. They will also learn to take the STING out of feeling overwhelmed.

Organizing Your Workspace
This session will give participants a plan to organize their work area.

Organizing Your Files
During this session, participants will explore ways to manage paper and electronic files, including e-mail.

Managing Your Workload
To wrap up the day, participants will help Mary Marvelous manage her workload. Then, they will complete a 168-hour plan.

Workshop Wrap-Up
At the end of the day, students will have an opportunity to ask questions and fill out an action plan.