



Time Management: Get Organized for Peak Performance

Course Objectives:

- 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 your workplace productivity.

Course Outline:

- Course Overview
- The Power of a Change
- Your Bucket List
- Pre-Assignment Review
- Changing Our Perspective
- Making Changes
- Another Day at the Office
- Setting Goals
- The Dot Exercise
- Setting Goals with SPIRIT
- Planning Tips and Tricks
- Setting Up a Routine
- Doing it Right
- Being Brave and BOLD
- Case Study
- Putting an End to Procrastination
- Getting Organized
- Organizing Your Files
- Sorting Based on File Type
- The Batching Technique





- Managing Your Workload
- Managing E-mail
- Case Study:
- Workload Analysis
- Making Connections
- Recommended Reading List
- Personal Action Plan

