

# MAKING THE TIME TO MANAGE YOUR TIME

## *Program Description*

### Overview:

Consider the following statistics\*:

- Less than one in five people begins the day with a plan
- The deluge of spam has skyrocketed to 10 billion e-mails a day
- Only 37% of those who make a task list prioritize their tasks
- Less than half of professionals feel satisfied with their work

Shorter deadlines, competing priorities, endless meetings, interruptions, and ever-higher expectations are just some of today's time challenges. Setting priorities and managing time effectively is basic to individual and organizational performance. The pressure to find innovative ways to achieve goals, pay attention to the competition, respond quickly to customer needs, and enjoy life outside of work is even more intense in today's less structured, information driven workplace. We all need strategies for solving our daily dilemma of too much to do and not enough time to do it.

In this program, you'll receive a self-assessment survey instrument to help you identify your time mastery strengths and opportunities for improvement in key areas. You will be able to develop customized strategies for skills improvement including how to use time management tools to accomplish more and find greater balance in your daily life.

You will learn how to regain up to an hour per day in productively-spent time--that translates to more than nine, 40-hour work weeks per year. You'll think about creative ways to meet your goals and not being lured away from goal achievement by the crisis of the moment. This program can help to achieve improved, overall performance and productivity. Setting priorities and managing time effectively is basic to individual and organizational success.

### Objectives:

As a result of this program, participants should be able to:

- Identify time management strengths
- Focus on high priority goals and objectives
- Define the content of interruptions and procrastination
- Increase overall productivity – and with less stress
- Respond to opportunities with planning and scheduling
- Manage teamwork, paperwork, and meetings

\* Sources: Harris Interactive Survey, Dec 2003, and Tech News World Special Report, Jun 2004

### Length:

Workshop: 3-4 Hours