

# Time Management

## Contents

Overview .....	2
Course Outline .....	2
Module One: Getting Started .....	2
Module Two: Goal Setting .....	2
Module Three: Prioritizing Your Time.....	2
Module Four: Planning Wisely .....	2
Module Five: Tackling Procrastination.....	2
Module Six: Crisis Management .....	3
Module Seven: Organizing Your Workspace.....	3
Module Eight: Delegating Made Easy .....	3
Module Nine: Setting a Ritual .....	3
Module Ten: Meeting Management.....	3
Module Eleven: Alternatives to Meetings .....	3
Module Twelve: Wrapping Up .....	4

Directors

F Franken  
R Franken  
D Pottas

M: +27 (0) 79 903 4303  
M: +27 (0) 84 605 3603  
M: +27 (0) 82 717 8187

Email: Freddie@pass-systems.net  
Email: Rian@pass-systems.net  
Email: Dirk@pass-systems.net

## Overview

Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars!

These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The Time Management workshop will cover strategies to help participants learn these crucial strategies.

Your participants will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

## Course Outline

### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Module Two: Goal Setting

- The Three P's
- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Visualization

### Module Three: Prioritizing Your Time

- The 80/20 Rule
- The Urgent Versus Important Matrix
- Assertiveness

### Module Four: Planning Wisely

- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Chunk, Block, and Tackle
- Ready, Fire, Aim!

### Module Five: Tackling Procrastination

- Why We Procrastinate

- Nine Ways to Overcome Procrastination
- Eat That Frog!

## **Module Six: Crisis Management**

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

## **Module Seven: Organizing Your Workspace**

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

## **Module Eight: Delegating Made Easy**

- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate
- Keeping Control
- The Importance of Full Acceptance

## **Module Nine: Setting a Ritual**

- What is a Ritual?
- Ritualizing Sleep, Meals, Exercise
- Examples of Rituals
- Using Rituals to Maximize Time

## **Module Ten: Meeting Management**

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting Was Worthwhile

## **Module Eleven: Alternatives to Meetings**

- Instant Messaging and Chat Rooms
- Teleconferencing
- E-mail Lists and Online Groups
- Collaborating Applications

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations