

# Time Management

NSL-S0048

1 Day



## Description

In today's fast-paced world, many people often feel as though they cannot find time to get everything done. In a work-related environment, the ongoing pressure to achieve business goals, as well as the responsibility to meet deadlines, respond to customer demands, and stay ahead of the competition, are common problems. Feeling overwhelmed because of the workload can result in stress and a sense of helplessness. The right time management skills, however, can help you avoid these problems.

This course teaches participants to set priorities, which is the first step in learning how to manage time effectively. In addition, participants learn techniques to create a more efficient workplace, including developing strategies for skill improvement with respect to scheduling, analyzing, planning, avoiding procrastination, and handling interruptions. Participants will also be exposed to a variety of time management tools, including planners and calendars.

## Prerequisites

- None

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ allocate time.
- ✓ prioritize tasks.
- ✓ analyze, plan, and schedule time.
- ✓ avoid procrastination.
- ✓ manage interruptions and information flow.
- ✓ use time management tools.

## Outline

### Examining How You Currently Allocate Your Time

- Your Week at a Glance
- Identifying Individual Time Wasters
  - Common Time Wasters
  - Time Wasters or Long-Term Investments?
  - Some Useful Techniques for Managing Interaction

### Prioritizing Your Time

- Deciding What Your Priorities Should Be - And Why
- Begin with Your Job Description
- Open the Time Window
  - Putting Your Money Where Your Time Is
- What Have You Learned?
  - Making the Match

### Analyzing, Planning, and Scheduling Your Time

- Common Analysis and Planning Techniques

### Avoiding Procrastination

- Recognizing the Results of Procrastination
- Common Strategies to Avoid Procrastinating

### Managing Interruptions and "Time Wasters"

- Organizing Your Environment
- Handling Mail and Memos
- Handling E-Mail
- Handling Interruptions
  - Putting Your Phone on Voice Mail
  - Set Expectations
  - Close the Door
  - State the Consequences of Interruptions
- Handling Meetings
- Handling Your Work Environment

### Using Time Management Tools

- Introduction to Time Management Tools
- "Sensing" Time
- Planning and Scheduling Strategy
  - Monthly Planning and Scheduling
  - Weekly Planning and Scheduling
  - Daily Planning and Scheduling