

# **\*PERS 121: Time Management and Organizational Skills**

Length: 7 hours

Improving your skill in time management entails understanding how competing demands can fracture your attention and undermine your productivity. Equally important is learning to manage priorities and follow through on a personal system for time management. Upon completion of this one-day training course, you will leave well-equipped with a tool kit of templates and proven strategies for effectively managing your time.

## **Module 1: Understanding Time & You**

- Examine the true concept of time management.
- Identify different approaches and styles of time management.
- Determine where time is spent in a typical week and day.
- Identify barriers to time management and identify associated origins of barriers.
- Define energy as a resource for effective management.
- Recognize solutions towards building resilience through recharging.

## **Module 2: Managing Priorities**

- Examine the difference between efficient and effective processes.
- Distinguish between important and urgent tasks.
- Use effective goal setting to determine priorities and aid time management.
- Describe different tools for managing priorities.
- Document and plan weekly goals.
- Develop a daily planning tool.

## **Module 3: Tackling the Time Thieves**

- Organize an effective work space.
- Describe solutions for the telephone.
- Describe solutions for email.
- Examine the impact of social media on time management.

## **Module 4: Making it Work at Work!**

- Demonstrate the importance of effective communication in implementing time management techniques.
- Develop strategy to deal with Interruptions and Interactions.
- Explain effective methods of communication for negotiation and prioritizing, including how to say “no”.
- Identify strategies to conduct effective meetings in a busy schedule.
- Determine solutions to prevent procrastination.
- Determine how to implement the tool box at work.