

Time and Task Management

OVERVIEW

Effective time and task management isn't about controlling time—because we can't. It's about managing how you invest your time, about managing multiple priorities and tasks that compete for your time and about managing yourself out of unproductive habits that rob you of valuable time. It's only when you learn to manage these two things—your tasks and yourself—that you'll work more efficiently and effectively. You'll also give yourself the time you need to pursue the activities you want to pursue—the activities that make your life more meaningful.

LEARNING OBJECTIVES

- Schedule tasks in accordance with true priorities
- Develop a personal time and task management system
- Identify and eliminate time robbers—procrastination, disorganization, interruptions, lack of communication
- Identify a planning and scheduling tool to stay on track
- Use technology to maximize efficiency and effectiveness
- Recognize positive and negative stressors and how to control them

COURSE HIGHLIGHTS

Plan your work

- Reconcile the paradox of time so that your life has order, meaning and purpose
- Time and task management vs. self-management: Is there a difference?
- Recognize the keys essential to every successful time management program
- Understand the importance of planning
- Set clear and realistic goals—the foundation of effective time and task management
- Know the difference between goal-related and routine tasks
- A simple tool for gauging how you're currently spending your time—a time accountability log
- Creating a master task list and a daily "to-do" list
- Scheduling tricks and tools
- Manage competing priorities without sacrificing quality
- How to schedule your tasks to get done on time
- Divide big tasks and projects into smaller, manageable ones
- Never overlook another important detail by using an action planning worksheet

Work your plan

- Identify and eliminate the top 3 productivity killers
- Recognize hidden time wasters—and stop them
- Assertively but tactfully handle visitors and interruptions from colleagues—and even the boss!
- The reality of multitasking: Does it really save time?
- Delegate routine tasks so you have time to work on your high-payoff priorities
- The importance of giving and receiving clear instructions: Close the communication gaps that keep things from getting done right the first time
- Putting pressure to work for you: How to survive when you're caught in a time management crisis
- Reclaim the "lost" moments of your day and turn idle waiting time into productive time

Organization

- How to organize your work area for efficiency
- Small changes to make to your work area that will give a boost to your productivity
- Turning your telephone into a time saver instead of a time waster



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- Choose your weapon to fight disorganization and decide what works best for you
- What features to consider when searching for a planner/organizer best suited to your work style
- Use technology to free up time rather than add to your frenzy
- Use your PC to automate and speed up routine tasks
- Weighing the pitfalls and the conveniences of mobile devices
- Use project management software to understand the relationships among the various activities and tasks required to carry out a particular project
- Tips for making your meetings more productive—including the advantages of teleconferencing and videoconferencing
- Tell at a glance which e-mail messages you should read now and which ones can wait until later
- Quickly find the information you're searching for amid the excess of on-line data

Don't let stress control you

- Recognize which events you can control and which ones you can't
- Know what triggers your "stress buttons"
- Understand the physical and psychological consequences of stress
- Create a plan for controlling stress and avoiding burnout
- Use stress as a motivator to get things done
- Overcome procrastination, the biggest time management saboteur of all
- Why striving for perfection wastes time and suggestions for overcoming the urge
- How to avoid falling prey to "hurry sickness"
- Get the most out of your leisure time and why it's important to schedule some every day

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)

