

Workshop Fact Sheet



TIME MANAGEMENT: MAKING TIME WORK FOR YOU

- Introduction:** In today's business climate, busy professionals are being asked to get more work done while simultaneously maintaining a high level of quality, flexibility and customer focus. At the same time, people are struggling with "information overload," "work/life balance" and "burnout." If you feel that you are struggling with time management and that "there aren't enough hours in the day," then this workshop is for you.
- Description:** The purpose of this workshop is to enable people to plan and use their time more effectively. This 4-hour workshop includes in-class discussion and group exercises (game) to reinforce the learning.
- Topics:** Being Intentional with Time, Prioritizing, Planning, Creating More Time, Time Management Tools
- Benefits:** Enhanced skills towards managing and completing assigned tasks. Improved work/life balance and job satisfaction.

Example Class Agenda:

1. Introduction to Topic (10 minutes)
2. Class Exercise – Plan your day (30 minutes)
3. Aspects of a Time Management System (Part I) (45 minutes)
 - Being Intentional with Time
 - Prioritizing – The Time Management Matrix
 - Planning
 - Projects/Initiatives – Creating Manageable Action Plans
 - Setting Weekly Goals
 - Setting Daily Goals
 - Contingency Planning
4. Small Group Exercise – Planning Case Study (20 minutes)
5. *** Break *** (15 minutes)
6. Aspects of a Time Management System (Part II) (30 minutes)
 - Creating More Time
 - Multi-tasking Versus Focus
 - Delegation of Tasks
 - Resolving Root Cause Problems
 - Resolving Conflict
 - Time Management Tools (Paper, White-Board & Software)
7. *** Break *** (15 minutes)
8. Class Exercise – Putting It All Together (20 minutes)
9. Small Group Exercise – Time Management Game (45 minutes)
10. Wrap Up (10 minutes)