

# Time Management

## Course Overview

This course will introduce students to time management, including setting smart goals, prioritizing your time, planning wisely, tackling procrastination, crisis management, organizing your workspace, delegating made easy, setting a ritual, meeting management, and alternatives to meetings.

<b><u>Module 01 - Getting Started</u></b>	1m
Getting Started	
Workshop Objectives	
<b><u>Module 02 - Setting Smart Goals</u></b>	6m
Setting Smart Goals	
The Three P's	
The Smart Way	
Prioritizing Your Goals	
Visualization	
Case Study	
<b><u>Module 03 - Prioritizing Your Time</u></b>	5m
Prioritizing Your Time	
The 80/20 Rule	
The Urgent/Important Matrix	
Being Assertive	
Case Study	
<b><u>Module 04 - Planning Wisely</u></b>	6m
Planning Wisely	
Creating Your Productivity Journal	
Maximizing the Power of Your Personal Productivity Journal	
The Glass Jar: Rocks, Pebbles, Sand, and Water	
Chunk, Block, and Tackle	
Ready, Fire, Aim!	
Case Study	
<b><u>Module 05 - Tackling Procrastination</u></b>	5m
Tackling Procrastination	
Why We Procrastinate	
Nine Ways to Overcome Procrastination	
Eat That Frog!	
Case Study	

<b><u>Module 06 - Crisis Management</u></b>	3m
Crisis Management	
When the Storm Hits	
Creating a Plan	
Executing The Plan	
Lessons Learned	
Case Study	
<b><u>Module 07 - Organizing Your Workspace</u></b>	5m
Organizing Your Workspace	
De-Clutter	
Managing Workflow	
Dealing with E-Mail (I)	
Using Calendars	
Case Study	
<b><u>Module 08 - Delegating Made Easy</u></b>	6m
Delegating Made Easy	
When to Delegate	
To Whom Should You Delegate?	
How Should You Delegate?	
Keeping Control	
The Importance of Full Acceptance	
Case Study	
<b><u>Module 09 - Setting a Ritual</u></b>	5m
Setting a Ritual	
What is a Ritual?	
Ritualizing Sleep, Meals, and Exercise	
Example Rituals	
Using Rituals to Maximize Time	
Case Study	
<b><u>Module 10 - Meeting Management</u></b>	4m
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	
Case Study	

**Module 11 - Alternatives to Meetings**

5m

Alternatives to Meetings

Instant Messaging and Chat Rooms

Teleconferencing

E-Mail Lists and Online Groups

Collaboration Applications

Words from the Wise

Case Study

Course Closure

**Total Duration: 52m**