

Time Management

1 day

Outline

Chapter 1: Use Goals as a Guide - Your Compass to Personal Effectiveness

- Goal Setting
- Goal Alignment
- Review your Goals Periodically
- Sorting Out your Goals

Chapter 2: Why Take Time To Manage your Time?

- Your Time Challenges
- What Learning To Manage your Time Will Do for You

Chapter 3: Evaluating Your Use of Time

- Create and Use an Activity Log
- Seeking the Causes of Time Mismanagement
- Correcting the Problems

Chapter 4: Time Robbers - How to Defeat Them

- Procrastination
- E-mail and Paperwork
- When to Use E-mail
- Solving Problems with Emails
- Do's and Don'ts

Chapter 5: Delegation - Gaining Time for Yourself

- The Benefits of Delegating
- Guidelines for Effective Delegating
- Preparing to Delegate

Chapter 6: The Personal Side of Time- Mastering Work-Life Balance

- Identify and Prioritize your Personal Goals
- Your Goals