Personal Effectiveness and Time Management

OVERVIEW

This is productivity improvement program is designed to help participants implement the 4 Ps, (Prioritize, Plan, Prepare, Perform) of effective time use in their work and personal lives. This program asks participants to assess their strengths and weaknesses and to develop strategies for increasing their time use effectiveness. Participants identify their key pay-off activities as well as barriers and obstacles.

This program is also a great way to introduce individuals to some of the skills necessary to build their own continuous improvement plans to self-development.

LEARNING OBJECTIVES

Participants who complete this workshop will:

- Understand the importance of effective time management
- Explore tools and templates to assist in managing priorities
- Build strategies to balance work and personal priorities
- Gain control of your time to manage stressful situations
- Establish effective personal and work related short and long term goals
- Apply time management principles to better set priorities and allocate, organize and schedule work
- Achieve better work/life balance
- Enjoy effective meetings
- Manage electronic communication to improve effectiveness

COURSE OUTLINE

- **What is Your Time Worth?**
  An illustration of how we squander time away not knowing how much time and money we are wasting.
- **Knowing What is Important**
  Familiarize yourself with your key roles and responsibilities and whether the key things are being done.
- **The Difference Between Effective and Efficient**
  An examination of doing things right versus doing the right things! Tools to boost effectiveness.
- **Obstacles to Progress**
  Reduce the continuous occurrence of the same barriers to progress by self-examination of what is getting in the way.
- **Priority Management**
  A look at the transition from knowing your key responsibilities, to getting the non-urgent important tasks properly ranked in order.
- **Knowing What Comes Next**
  Examine what is in it for you to adopt these changes to managing your time.
- **Goal Setting: S.M.A.R.T. Goals and Their Impact on Effectiveness**
  Develop and achieve goals that will increase both efficiency and effectiveness.
- **Leaving With a Personal Plan of Action**
  Get organized by use of a schedule of the time frames and action steps that let you achieve results.

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