

Time management

Program Outline



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Training Format

Instructors understand and use up-to-date training techniques and a variety of training methods, including lecturettes, group discussions, case studies, problem solving exercises, and visual aids, to give all participants the best opportunities for learning.

Participants' handbooks will note key points, accommodate handouts, and provide space for individual learning. These workbooks will serve as a reference for individuals upon completion of this course.

Workshop Objectives

At the conclusion of this training program, participants will be expected to

- Better organize their workspace and their paper for peak efficiency
- Understand the importance of setting goals and developing strategies for achieving them.
- Understand the importance of prioritizing work in order to meet deadlines
- Take control of those things that would derail workplace productivity

Pre-Workshop Assignment

Participants will be asked to (1) discuss the workshop with their manager, to make certain they will have time at conclusion of the workshop to discuss priorities and organize their workspace. They will also be asked to (2) complete a workload analysis and (3) identify a buddy who will support them as they make the changes required to work more efficiently.

Workshop Outline

Introductions, Learning Objectives and Agenda

Discussion of Pre-workshop Assignment

Developing a Personal Productivity Philosophy

- Identifying productivity pay-offs
- Working on the right things
- Setting SMART action goals
- Taking responsibility to make sure plans get implemented

Learning to Plan

- The elements of planning
- Choosing a planner and using it properly
- Turning a "To Do" list into action



Organizing Your Work Area and Your Paperwork

- Organizing your work area
- Organizing your filing system and keeping it organized
- Handling reading and mail

Working Effectively with Technology

- Computer files
- Electronic email

Managing Projects

- What is a "project"?
- Setting project goals
- Determining "Milestones"
- Developing "Project Action Plans"
- Budgeting time and financial costs

Effective Use of Meeting Time

- When you chair a meeting
- When you attend a meeting
- The follow up to a meeting
- Alternatives to meetings and how to use them

Removing Obstacles

- Dealing with interruptions
- Dealing with the telephone
- Dealing with your supervisor/manager
- The need for change and self-discipline
- Measuring progress

Review and Action Plan Evaluation

Post-Workshop follow-up

Participants will be asked to complete an impact evaluation, 6 weeks after the conclusion of the program, to determine whether they feel the training was valuable to them and whether they were able to use the concepts discussed when they were back in the work-place.