

ULLIANCE HUMAN EFFECTIVENESS TRAINING

Time Management

The key to time management is to realize that you cannot possibly do everything there is to do. Employees must consciously choose how to spend the limited amount of time they have each day to be most effective. Participants of this training will receive the tools they need to find balance, achieve their goals and be productive in the workplace.

Time Management Techniques

- Identify the advantages of time management
- Discuss ineffective practices and how to avoid them
- Determine who is in control of their time
- Share best practices for managing tasks

Scheduling and Prioritization

- Self-assessment of your daily schedule
- Create a realistic and productive schedule
- Learn about and apply the ABCDE method

Time Wasters

- Identify ways to deal with distractions and interruptions
- Learn strategies to break procrastination habits
- Discuss how actions plans can help our efficiency
- Examine how organization skills and neatness can make our work easier

The Time Matrix

- Identify the four quadrants
- Determine which quadrants comprise the majority of their day
- Discuss how to take better control of your day

