

OUTLINE

Time Management

Lesson 1

Getting Started

- Icebreaker
- Housekeeping Items
- Workshop Aims

Lesson 2

Goal Setting

- The Three P's
- S.M.A.R.T. Goals
- Prioritizing Your Goals
- Visualization

Lesson 3

Prioritizing Your Time

- The 80/20 Rule
- The Urgent Versus Important Matrix
- Assertiveness

Lesson 4

Planning Wisely

- Making Your Productivity Journal
- Maximizing the Power of Your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Chunk, Block, and Tackle
- Ready, Fire, Aim!

Lesson 5

Tackling Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

Lesson 6

Crisis Management

- Once the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

Lesson 7

Organizing Your Workspace

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

Lesson 8

Delegating Made Easy

- When to Delegate
- To Whom Should You Delegate?
- How Can You Delegate
- Keeping Control
- The Importance of Full Acceptance

Lesson 9

Setting A Ritual

- What's a Ritual?
- Ritualizing Sleep, Meals, Exercise
- Cases of Rituals
- Using Rituals † Maximize Time

Lesson 10

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

Lesson 11

Alternatives to Meeting

- Instant Messaging and Chat Rooms
- Teleconferencing
- E-mail Lists and Online Groups
- Collaborating Software

Lesson 12

Wrapping Up

- Words from the Wise
- Lessons Learned
- Completion of Action Plans and Tests

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au

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