

Time Management

In this era of constant connectedness, multi-tasking and high expectations, it is more important than ever to use your time effectively and efficiently. The pressure of having “too much to do” in “too little time” can lead to stress, burnout and ineffective use of your time and energy. Even with the best plan for the day, things arise daily that can throw you off that plan. This workshop will give you a variety of simple tools and methods to help you improve your work routines, accomplish tasks more efficiently, improve your productivity, and achieve your goals more quickly.

Through interactive exercises, you will examine your own personal work habits and methods and learn techniques to:

- Organize your “to do” list
- Plan your day, week and month effectively
- Set goals and priorities
- Analyze importance and urgency of tasks
- Identify and eliminate disturbances and “time thieves”
- Say “no” the right way at the right times

Methods

Individual work, partner and group exercises, group discussion, examples, PowerPoint presentation.

Important

Please bring your calendar and your “to do” list to the workshop.

Notice

A pre-workshop-task will be given.

