

EFFECTIVE TIME MANAGEMENT TECHNIQUES



www.trainingconnection.com
info@trainingconnection.com
P. 888.815.0604

ABOUT THE COURSE

Time Management or Productivity is an essential skill required for any successful career. Even small improvements can have a huge impact. By developing a focused mindset and a highly productive and efficient work ethic, trainees have the power to change their lives in the most remarkable way.

This 1-day class is suitable for sales staff, support staff, admin staff, warehouse staff, managers, and even CEOs.

LEARNING OBJECTIVES

- ➔ Understanding the importance of Time Management
- ➔ Establishing areas where you are less efficient
- ➔ Developing a highly productive mindset
- ➔ Using tools such as Weekly planners and To-do-lists
- ➔ Learning to Prioritize
- ➔ Avoiding common Time Wasters
- ➔ Overcoming Procrastination
- ➔ Managing Email Efficiently
- ➔ Effective Meeting Management
- ➔ Learning to Delegate
- ➔ Maintaining a Health Work/Life Balance
- ➔ Working efficiently from Home



DETAILED COURSE DESCRIPTION

How Time Management can make or break your career

Trainees are shown how even modest changes in their daily routines, can have huge impacts on their careers.

The Advantages of developing a solid Time Management Program

Seeing the benefits will motivate the trainees to implement the change that will benefit them both professionally and personally.

7 Clear signals you are NOT managing your time well

Often trainees are not even aware that there is problem. These signals are classic signs that there is room for improvement.

Developing a Productive Mindset

In this unit we explore powerful techniques for developing a 'new' productive mindset.

Setting Goals that boost Productivity

Setting SMART goals is a road map for success. A clear vision of the future will improve focus and boost productivity.

Performing a Time Audit

A simple but practical exercise to highlight where trainees are wasting time.

Learning to Prioritize

This simple 4-quadrant rule developed by Steven Covey will help trainees decide which tasks to prioritize.



This course could have been a snooze fest but Lena made sure I was engaged the entire time. I had some major takeaways that blew me away. She was intuitive, very intelligent and hands-on. I had fun learning new time management skills. She had a way to get to the core of what our struggles were and how to achieve success in careers and well being.

Stefani Villanueva - eshots



EFFECTIVE TIME MANAGEMENT TECHNIQUES



www.trainingconnection.com
info@trainingconnection.com
P. 888.815.0604

Developing a Daily/Weekly Planner

This useful tool will help you allocate your most important tasks to time slots in the day when your energy levels are at their highest or when you have the highest chances of success.

Using a To-Do-List

The simple to-do-list is the most effective time management tool ever invented. These days there are many (free) online to-do-lists with really neat built-in features. We will demo one of these tools and teach you how get the most out of your to-do-list.

Common Time Wasters

We will look at some of the most common time guzzlers that could be killing your productivity. We will develop methods to reduce the impact these are having on your day-to-day performance. Examples include dealing with interruptions, desk clutter, multi-tasking, and social media.

Overcoming Procrastination

Your work is piling up and your deadlines are approaching, yet you can't seem to get started. You are procrastinating! In this unit will be look at ways to overcome procrastination – one of biggest barriers between you and success.

Managing Email Efficiently

Email has become a major source of distraction. In this unit we explore techniques to improve your email management as well as how to write effective emails, which get to the point and save you time.

Effective Meeting Management

Corporations have become obsessed with meetings. Some even schedule meetings about meetings. A badly planned and executed meeting can be a huge drain on a company's productivity.

Using Technology to Boost your Productivity

Here we look at the some of the free tools that are available that will help you boost productivity.

The Art of Delegation

Delegation can be a source of anxiety for many workers. There is a need to stay in control, or a need to deal exclusively with a particular client, which can be detrimental to overall productivity and results. In this unit we look at when it is appropriate to delegate and how to do that effectively, whilst still maintaining control.

Maintaining a healthy Work/Life Balance

Working yourself to death is a sure fire way to kill your productivity (for good)! In this unit we discuss how lifestyle, rest, exercise, and diet boost your productivity.

Advantages and Disadvantages to working from Home

These days more and more of corporate America are working from home. This has its advantages but also brings with it some unique challenges. In this unit we explore ways to work effectively from home.



The insight given by our instructor Carol really put everything into perspective. I can definitely say I will apply everything I learned regarding time management in both my personal and professional life. The approach used was very helpful to my learning and overall comfort in participating today in class.

Cecilia Bonilla - Public Counsel

ABOUT THE COURSE AUTHOR



William J Gee (aka Billy)

Productivity and Communication Specialist

Billy is the founder and CEO of Training Connection. He has 25 years experience as a soft skills trainer, business coach and course developer.

"I am passionate about reading and self-improvement. Our courses are constantly evolving, to incorporate new ideas, and to accommodate changes to the workforce (like the arrival of the millennials), working trends (like remote offices), and technology."

