



Time Management

Course ISI-1176B One Day Instructor-led Workshop

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. In this one-day workshop, participants will learn how to make the most of their time by getting a grip on their office space, organizing their workflow, learning how to use their planner effectively, and delegating some of their work to other people.

Course Objectives

During this one day workshop participants will learn how to:

- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity

Course Outline

Module 1: Time Management Overview

- Principles of time management
- Productivity cycles
- Goals and priorities

Module 2: Time Management Plans

- Time management plan
- Daily plan.

Module 3: Technology and Time Management

- Technology saves time
- Say “No”

Module 4: Productivity

- Interruptions and Meetings
- Factors affecting productivity

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 5: Information Overload

- Causes of information overload
- Organize your office
- Communication

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