



Time Management - Get organized for Peak Performance

Description: *Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. This course helps you organize and prioritize for greater workplace efficiency. You'll learn to get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This workshop is full of ideas for organizing your work area and your paperwork and working on the "right" things.*

Session One: Course Overview

Session Two: The Power of a Change

- Your Bucket List
- Pre-Assignment Review

Session Three: Changing Our Perspective

- Making Changes
- Another Day at the Office

Session Four: Setting Goals

- The Dot Exercise
- Setting Goals with SPIRIT

Session Five: Planning Tips and Tricks

- Planning Tools
- Planning a Get-Together

Session Six: Setting Up a Routine

Session Seven: Doing it Right

- Being Brave and BOLD
- Case Study

Session Eight: Putting an End to Procrastination

Session Nine: Getting Organized

Session Ten: Organizing Your Files

- Sorting Based on File Type
- Memory Test
- The Batching Technique

Session Eleven: Managing Your Workload

- Managing E-mail
- Case Study: Mary Marvelous
- Workload Analysis
- Workshop Wrap-Up