

Soft-Train



*At Soft-Train
Technology Works*

Time Management (3 Days) ST00004

COURSE GOAL: To provide the student with the skills necessary to become better at time management.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Manage time beyond the next year
- Address the 14 biggest time wasters
- Use time to live and work more effectively

KEY TOPICS:

I. Time Management for the Twenty-First Century

- A.** Why Time Still Baffles the Best of Us
- B.** Time Traps We've Been Taught
- C.** How to Connect goals, Objectives, and Priorities
- D.** How to Set Priorities and Hold Them
- E.** How to Tame the Time Log

II. The New Time Traps and Escapes

- A.** Management by Crisis
- B.** Inadequate Planning
- C.** Inability to Say No
- D.** Poor Communication
- E.** Poorly Run Meetings
- F.** The World Gone Virtual
- G.** E-Mail Mania
- H.** The Untamed Telephone
- I.** Information Overload and the Paper Chase
- J.** Confused Responsibility and Authority
- K.** Poor Delegation and Training
- L.** Procrastination and Leaving Tasks Unfinished
- M.** Socializing and Drop-In Visitors
- N.** Attempting Too Much

III. Parting Advice

- A.** Life Lessons in Time Management
- B.** Where Do We Go from Here?

IV. Quick Solutions for the New Time Traps

- A.** Trap 1: Management by Crisis
- B.** Trap 2: Inadequate Planning
- C.** Trap 3: Inability to Say No
- D.** Trap 4: Communication
- E.** Trap 5: Poorly Run Meetings
- F.** Trap 6: The World Gone Virtual
- G.** Trap 7: E-Mail Mania
- H.** Trap 8: The Untamed Telephone
- I.** Trap 9: Incomplete Information and the Paper Chase
- J.** Trap 10: Confused Responsibilities and Authority
- K.** Trap 11: Poor Delegation and Training
- L.** Trap 12: Procrastination and Leaving Tasks Unfinished
- M.** Trap 13: Socializing and Drop-In Visitors
- N.** Trap 14: Attempting Too Much