



How to be Organized in Spite of Yourself: Time and Space Management

(2 Days)
ST00100

COURSE GOAL: Organizing working with your own personal style.

PREREQUISITES: None

LEARNING OBJECTIVES:

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

- Understanding which styles are working against you.
- How to discover solutions to help overcome the problems that have been keeping you from attaining your organizing goals
- Get quick fix solutions that might help in the short term

KEY TOPICS:

I. The 4th Dimension of Time Management

- A. The History of This Book
- B. The Best Way to Start
- C. Why Typical Approaches Don't Work
- D. How to Use This Book
- E. Lights, Camera, Action!

II. Lost, But Making Excellent Time

- A. The Reasoning for Keeping Track of Your Time
- B. Let's Get Started by Downloading the Timekeeping Journal
- C. How to Keep the journal for Best Results

III. Taking Control of Your day

- A. What You'll Learn in This Chapter
- B. You Have Choices
- C. Understanding the Ringmaster "Mindset"
- D. The Ringmaster's Strategies

IV. Using a Master List to Create a Plan That Works

- A. Using a master List to Create a Plan That Works
- B. How to Create and Use a Master List
- C. Quick Tips

V. Organizing and Planning a More Effective Day and Week

- A. Using the End of Your Day to Increase Your Productivity

- B.** The First Key to Productivity is how You End Each Day – The End of Each Day Is The Springboard for Getting Off to a Fast Start the Next Day
- C.** The Second Key to Productivity Is How You Start Each Day – Using The Veggie Principle to Focus on What Matters Most
- D.** The Third key to Productivity Is How Much You Get Done by Noon
- E.** Making an Effective Daily List
- F.** How to Put Together a Powerful Morning
- G.** How to Put Together a More Productive and Powerful Week
- H.** Quick Tips

VI. Prioritizing and Giving Others Your Priorities

- A.** Why We Have Trouble Prioritizing Accurately
- B.** How Human Nature Affects the Way We Prioritize
- C.** Determining and Handling Priorities
- D.** The Five Part Model to Influence Others
- E.** How to negotiate Requests
- F.** Successful People Do One Thing at a Time
- G.** See If You Can Fit it into Your Schedule
- H.** Write Down the Task and Circle the Deadline
- I.** Show Your Leader and Team Members Your Plan
- J.** Quick Tips.

VII. Controlling E-mail and Using Your E-mail System More Effectively

- A.** How to Control Your E-mail
- B.** Don't use Your In-Box as Your To Do List
- C.** Use Your E-Mail system to Manage Your E-mail
- D.** Quick Tips

VIII. Organizing your Writing and Speech to Get Faster Results

- A.** Use Your Subject Line to Get Your Reader to Open Your E-mail
- B.** What is the Purpose of Your Letter or E-mail?
- C.** Have One Key Point or Issue per Message
- D.** Consider Your Reader or Audience Before You Write
- E.** Understand Your Overwhelmed Reader
- F.** Your Message Should Have These Three Characteristics
- G.** Understanding What's at Stake
- H.** Make Your Writing Reader Friendly
- I.** Use the PADD Model to Organize Your Writing
- J.** If You Must Forward a Message, Give Instructions
- K.** E-mail Etiquette
- L.** Quick Tips

IX. Organizing and Streamlining Your Projects

- A.** What Is The Objective of Your Project?
- B.** Leave Room in Your Plan for Things to Go Wrong
- C.** Focus on Your Project and Work on It When You're at Your Best

- D. To Accurately Set Up Your Project, It's Important That You
- E. Nine Easy Steps to Effective Project Management
- F. Quick Tips

X. Effective Delegation That Works

- A. Why Don't We Delegate More? (The Obstacles)
- B. Benefits of Successful Delegation
- C. Use Your master List to Track Tasks You've Delegated
- D. The 10 Steps to Delegating Successfully

XI. Planning and Executing an Effective Meeting

- A. Characteristics of Unproductive Meetings
- B. There Are Three Types of Meetings
- C. Planning an Effective Meeting
- D. Organize Your Agenda and Meeting This Way
- E. Let the Meeting Begin
- F. At the End of the Meeting
- G. Other Meeting Ideas and Strategies
- H. Quick Tips

XII. Managing the Phone and Interruptions

- A. Why Interruptions Can Be So Damaging
- B. Criteria for a Worthwhile Interruption
- C. Try to Control the Noise Around You
- D. Turn Your Monitor or Laptop
- E. Chairs in Your Office

- F. Have a Selective Open-Door Policy
- G. Reduce "Drive-by Shootings"
- H. Put a Sign Outside Your Cubicle
- I. Work Somewhere Else
- J. Tell People
- K. If Your Computer Schedules Your Time.....
- L. Learn How to Tactfully Interrupt
- M. Stand Up
- N. Arrange a Later Time
- O. Don't Prolong the Interruption
- P. Agree to a Group Power Hour
- Q. Delegate the Interruption
- R. Managing the Phone and Voice Mail
- S. Incoming Calls
- T. How to use Voice Mail Effectively
- U. Quick Tips

XIII. Developing a Simple, Effective Filing System

- A. An Example
- B. Take Everything Off Your Desk
- C. Have a Clock Visible
- D. Organize Your Tools
- E. Remove the Future and past from Your Desk File
- F. How to Set Up Your Working Files
- G. Quick Tips

XIV. Finding Two More Hours a Day

- A. The Law of Subtraction
- B. When You Review Your Journal
- C. Quick Tips

XV. Recognizing and Managing Procrastination

A. It's Important to Recognize

B. Major Causes of Procrastination

C. How to Manage Procrastination

D. Quick Tips