Time Management:
Optimize Your Calendar *Earn Back Your Life*

Length: 1 Day

Objectives: By the end of the class you will be able to:

- No longer have the experience of too much to do and being overwhelmed
- No longer have the "one-more-thing-I-need-to-do-before-I-leave" syndrome.

Results: By the end of the class you will be able to:

- Focus 100% on the work you are doing now.
- Manage everything there is for you to do, not just emergencies or what shows up but short and long term goals
- Automate repetitive things
- Complete what you do

COURSE CONTENT

1: DEFINING GOALS

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- Articulate Goals

2: ANALYZING ENERGY ALLOCATION

- Identify How Energy Is Spent
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

3: IDENTIFYING PERSONAL STYLE

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters
- Develop your calendar
- Work your calendar
- Take action with all email
- Interface email into the calendar
- Personal application time
- MS Outlook and other tools that help manage the time killers
- Dealing with hidden time robbers
- Doing complete work so the time killer does not come back
- Taking control of a "sea" of email
- Make email be more efficient for you and others