Getting It All Done: Managing Time, Priorities, and Deadlines

The Need
During this interactive workshop on time management principles, participants examine the different types of time-eating tasks, identify personal "time wasters," learn how to assign priorities quickly and logically, and learn tips to managing procrastination. Best of all, participants may find new ideas on how to have more time for themselves when the day is done, plus the energy to enjoy it!

The Best Audiences for this Workshop
All levels of staff

The Objectives of this Workshop
1. Learn strategies for scheduling, planning and prioritizing
2. Learn tips to manage your papers and to conquer procrastination.
3. Identify time wasters and how to avoid them

The Workshop Agenda
I. Time vs. Tasks: Time Allocation Guidelines
II. Where you should be/Where you are
III. Make time for you
IV. Prioritizing goals with action steps
V. Overcoming Procrastination
VI. Reduce time wasters
VII. Replace the wasters