

## Course duration

- 1 day

## Course Benefits

- Practice using the most effective time management strategies.
- Create SMART goals.
- Take control of your email inbox.
- Understand flexibility vs. persistence when prioritizing.
- Build your support system.

### Available Delivery Methods

#### **Public Class**

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### **Private Class**

Private classes are delivered for groups at your offices or a location of your choice.

#### **Self-Paced**

Learn at your own pace with 24/7 access to an On-Demand course.

## Course Outline

1. Become an Expert in Time Management
  1. Respect Your Time
    1. Realize That Time Is Money
    2. How Much Is Your Time Worth?
    3. Develop a "My Time Is Money" Mind-set
  2. Do More by Doing Less
  3. Respect Others' Time
    1. Don't Keep Others Waiting
    2. Check if an Interruption Is Timely
    3. Spend Your Time Doing What You Truly Love to Do
    4. Personality and Time Management
  4. Time Management Skills
    1. Create Practical To-do Lists

2. Manage Interruptions
5. Ways to Circumvent Interruptions
  1. Let Your Phone Take the Message
  2. Check Your Email at Designated Times
  3. Handle People Interruptions
  4. Schedule Difficult and Boring Tasks
6. Goals as a Motivational Tool for Time Management
2. Microsoft Outlook and Time Management
  1. Optimize Scheduling Tools
  2. Using the Inbox to Create Task Lists in Outlook
  3. Use Your Tasks as Work Lists
  4. Creating a Calendar Item from an Inbox Email
  5. Checking Email at Designated Times
  6. The Under-Two-Minute Rule
  7. Setting Up Rules
  8. Creating Folders and Archiving Email
    1. Creating Major and Subfolders
  9. Using Auto-archive
  10. Create a Distribution List
  11. Email Etiquette and Efficiency Tips
  12. Do's When Writing Email
3. Understanding the Importance of Goal Setting
  1. Start Where You Are Planted
    1. Start Where You Are
    2. Have a Peer Role Model
    3. Have the Right Kind of Cheerleader
    4. Handle Stress Better
    5. Have Small "Wins"
  2. Why Goal Setting Is Important
    1. It Will Help You Find Purpose and Direction
    2. You Will Be More Productive with Your Time
    3. You Will Get Used to the Feeling of Success
    4. Optimism Will Become Second Nature to You
    5. Personal and Professional Growth Will Become Your Mantra
4. Creating a Strategy to Achieve Smart Goals
  1. Understand What a SMART Goal Is
    - Specific
    - Measurable
    - Attainable
    - Relevant
    - Checking if Your Goal Is Relevant
    - Time Bound
  2. Identify the Right Tools for Goal Setting
5. Implementing by Building a Support System
  1. How to Find Supporters
  2. Understand Your Strengths and Weaknesses
    1. Identify Skills You Need

3. Different Types of Supporters
  1. Supporters at Work
  2. Professional Supporters
  3. Support Groups
4. Turn Your Social Network into Your Cheerleading Network
  1. Being Selective
  2. Whom to Avoid
  3. Sharing Your Goals
  4. Make Yourself Accountable
6. Sustaining Goal Setting for Success
  1. Persistence
  2. Don't Give up at the First Sign of Difficulty
    1. Be Persistent in Taking Small Steps
    2. Recover and Recuperate
  3. Flexibility
    1. Failure Is Learning
  4. Changing Your Approach
  5. Celebrating Small Wins
  6. Grow Where You Are Planted
    1. Believe in Yourself
  7. Make Goal Setting a Habit

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.