

Time Management & Prioritizing

Objective

(3.5 Hours)

This interactive workshop will allow participants to learn numerous techniques on how to improve organization of their time and work. They will understand the importance of planning, blocking time, and staying focused from interruptions and daily distractions. Numerous prioritizing techniques will be demonstrated, and tips on how to avoid procrastination. (Can be partnered with Outlook).

1. THE POWER OF PLANNING

- Benefits and consequences of planning
- How to create an effective team plan
- Tracking milestones and delivering on time

2. PRIORITIZING SYSTEMS

- 3 methods of prioritizing
- Hands on prioritizing (activities)
- STOP doing the quick and easy first!

3. HANDLING DISTRACTIONS & INTERRUPTIONS

- Differences between distractions and interruptions
- How to “clear the decks” and get focused
- How to set boundaries
- Creating one-hour of quiet time daily

4. COLOR CODING & SCHEDULING

- How to create a personalized color coding system
- Blocking time to get YOUR work done
- Scheduling for impact during high energy times
- Planning for a high impact week (activities)

5. PROCRASTINATION

- Why do we procrastinate?
- 6 Styles of procrastination
- 3 methods for solving procrastination

Materials

- 11 x 17 Cheat Sheet
- Prioritizing Pad
- High Impact Week Worksheet
- Action/Note Handout
- Certificate

Additional Resources

- Toys
- Music
- Candy Jar
- Markers
- Colored Pens & Pencils

Reinforcement

- Activation Activates
- Tips & Tricks
- Action Planner
- Highly Interactive

