

## Time Management and Workload Management

### Course Summary

#### Description

Everyone must learn to manage time constraints and workplace demands to maximize their effectiveness. This workshop will introduce you to practical tips and life hacks that can lead to increased productivity both on and off the job, and help you achieve better results, both at work and in your personal life. The outcome of this course is that participants build self-confidence in their ability to manage their time and balance their workload.

#### Objectives

After taking this course, students will be able to:

- Apply the basic principles and concepts of effective time and self-management,
- Identify key behaviors and practices of successful time and self-management,
- Plan proactively instead of reactively – planning to stay in control and get ahead of the game,
- Develop personal scheduling strategies to improve effectiveness,
- Juggle multiple priorities, projects and deadlines,
- Overcome procrastination and other distractions.

#### Topics

- Introduction to the Course
- Setting Goals and Objectives
- Time and Self-Management Foundation Practices and Life Hacks
- Planning Your Time – Looking Forward
- Emotional Intelligence and Time Management
- Strategies and Tactics to Manage Interruptions
- Prioritizing & Organizing Your Work
- Overcoming Obstacles and Managing Yourself
- Stress and Work Management
- Mindfulness

#### Audience

This course is designed for anyone who wants to improve their time and self-management skills.

#### Prerequisites

There are no prerequisites for this course.

#### Duration

Two days

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### Course Outline

#### I. Introduction to the Course

Participants are introduced to the topic and discuss the importance, and benefit to themselves, of being able to better manage their time and ability to balance their workload. Participants also receive an introduction to what will be covered in the course and information about how the course will be run. Participants describe their purpose for participating and their goals for attending the course.

#### II. Setting Goals and Objectives

Lecture and interactive discussion. The context for effective time management, and prioritizing tasks is establishing clear goals, both personally and professionally. Participants are also encouraged to set a goal of mastering time-management and identifying the benefits to them of achieving the goal, as well as boundaries to set towards this goal.

#### III. Time and Self-Management Foundation Practices and Life Hacks

Lecture and interactive discussion to discuss the foundation practices and behaviors essential to successful time and self-management, including applying the golden time-management rule: "Handle it once."

#### IV. Planning Your Time – Looking Forward

Lecture, discussion and about how to plan your day/week/month, including tips and techniques to increase planning effectiveness. Includes:

- A. Time blocking techniques,
- B. Estimating how much time is required,
- C. Importance of setting daily and weekly goals,
- D. Logging and tracking your time – using the past to inform the future.

#### V. Emotional Intelligence and Time Management

Lecture and facilitated discussion about how to apply the key principles of Emotional Intelligence to be more effective at managing time. Specifically, applying Self-Awareness, Self-Management and Self-Motivation to set goals, stay focused and manage distractions.

#### VI. Strategies and Tactics to Manage Interruptions

Lecture and discussion about how to best manage external and "internal" distractions and interruptions.

#### VII. Prioritizing and Organizing Your Work

Lecture and discussion about how to prioritize, balance, and manage your workload to maximize your effectiveness. Items covered in the discussion include

- A. Distinguishing important from urgent – prioritizing your most important tasks
- B. Finding the best time of day for you,
- C. Applying mindfulness techniques to your help you improve your ability to self-manage.

#### VIII. Overcoming Obstacles and Managing Yourself

Lecture and discussion about how to overcome obstacles that block your effectiveness and help you to maintain focus. Includes:

- A. Overcoming procrastination,
- B. Handling distractions,
- C. Managing email, instant messenger, and other communication needs and demands,
- D. Establishing self-rewards for staying focused and on task.

#### IX. Stress and Work Management

Lecture and discussion about the effects of stress, how stress affects our ability to manage our time, and ways to mitigate the effects of stress.

#### X. Mindfulness

Lecture and facilitated discussion. Mindfulness is discussed both as a tactic for managing stress, and for being more effective in managing time e.g. self-management. Several mindfulness exercises are explored and practiced including a short meditation, and a focused mindfulness exercise.