

Getting More Accomplished in Less Time

Time is a consumable. When we don't have enough of it, we tend to work faster, and we pay the price in quality. This course is packed with techniques to use the time we have more successfully and enhance the quality of our work without using up more time.



Course Data

Training Schedule:	1-Day Course, 6 hours
Typical Audience:	Managers, Supervisors, Professional Staff,
Best Class Size:	25 to 40 Attendees
Format:	Lecture, Case Studies, Work Design Models

Training Objectives

- Get and stay organized.
- Set realistic goals.
- Stay positive and enthusiastic.
- Make smart and timely decisions.
- Prioritize responsibilities.
- Control interruptions and avoid obstacles that can get in your way.

Course Summary

1. Analyze your own performance and target specific work habits for improvement.
2. Identify your personal work style and make it work for you.
3. Manage your incoming assignments and daily workload.
4. Get organized using our time/quality matrix.
5. Use new tools to avoid the old habit of **procrastination**.
6. Learn 4 ways to prioritize and decided when and how to use each.
7. Accurately plan your week and workload.
8. Anticipate and control interruptions while still maintaining that “open door policy”.
9. Learn 6 ways to say "no" and when to say “yes” when you'd rather not.