



Program Description

"TIME MASTERY!"

Controlling Your Day in an Uncontrollable World

Time mastery refers to how well you manage your activities throughout the day. Some people spend more time planning their vacations than their time. With good time management comes the rewards of results, recognition, free time, clarity, and focus. Effective time management brings purpose in life, structure to your day, direction, reduced frustration, and a sense of accomplishment. In addition, it reduces stress, since it gives you much more control over your day. Time management allows you to run your life and keeps life from running you.

Course Objectives:

1. Control and manage your reading pile.
2. Create systems for repetitive tasks, so you don't do the same thing twice.
3. Know and avoid your biggest timewasters.
4. Know when and how to work productively from home.
5. Recognize and understand different work process and time styles.
6. Discover how much your time is worth and eliminate things waste your time.
7. Save time in bits and pieces: little things add up!
8. Make effective use of down time.
9. Avoid departmental and organizational speed bumps.
10. Make decisions quickly, once you have the appropriate information.

