

American Management Association's Time Management

Learning Objectives

- Identify Causes of Procrastination and Indecision
- Pinpoint Personal Time Wasters
- Increase Concentration and Focus
- Stay On Track and In Balance
- Be More Effective and Productive

Time Management Is Self-Management

- Shift Focus from Managing Time to Managing Self
- Identify Typical Time Wasters
- Identify Personal Strengths and Development Opportunities to Control Time

Planning for Success

- Define Goals Based on Your Role
- Establish Important and Valid Priorities
- Create a Realistic and Productive Schedule
- Use a Robust Planning Process to Analyze and Review Plans

When “They” Cause the Problem

- Attend Meetings with Purpose and Add Value
- Set Clear Expectations with Colleagues, Customers, and Your Boss
- Prevent and Manage Interruptions from Others

Concentration and Focus

- Build Both Productivity and Efficiency
- Re-Evaluate Multitasking Strategies
- Overcome Procrastination
- Manage Technological Distractions

Creating Boundaries and Balance

- Prioritize and Choose Activities to Balance Life and Work
- Create Your Own “No” Script