

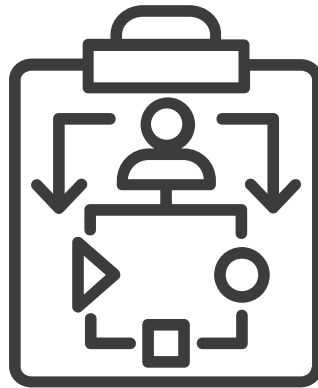


# Time Management

## Strategize Your Day

### Course Description

Learn to prioritize projects among the changing and competing demands on your time. You will also gain an understanding of how your current workplace requires you to constantly retool to work strategically instead of working harder. This course will help you to focus on key practices for managing your time effectively. You will learn practical tools that can help you to better plan and execute all that you must accomplish on any given day.



### Course Outline

- Time awareness
  - Efficiency vs effectiveness
  - Pareto principle
  - Energy peaks and valleys
  - Sunk cost fallacy
- Regulating your time
  - REP Plan
  - The Planning Fallacy
  - Calendar Blocking

### Outcomes

- Increasing our awareness of time
- 4 concepts to think realistically about time
- Improving our regulation of time
- Prioritize using the REP plan and calendar blocking