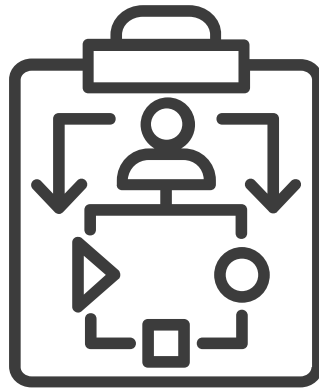




Get Strategic with Your Time

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

- Where does time go?
 - Efficiency vs effectiveness
 - Pareto principle
 - Energy peaks and valleys
- How do I regulate it?
 - REP Plan
 - The Planning Fallacy
- How do I get there?
 - Calendar blocking

What We'll Explore

- Becoming aware: Thinking realistically about time
- Regulating your time: Methods to prioritize and organize
- Business application: Tools to manage your time