

Time Management- Get Organized for Peak Performance Workshop

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. This one-day workshop helps you organize and prioritize for greater workplace efficiency. You'll learn to get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This workshop is full of ideas for organizing your work area and your paperwork and working on the "right" things.

Workshop Benefits:

- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively
- Better organize yourself and your workspace for peak efficiency
- Identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate well
- Perform a workload analysis to make sure your time is being used efficiently

What Will Be Discussed?

- ✓ Left Brain/Right Brain
- ✓ Case Study: Another Day at the Office
- ✓ Setting Goals
- ✓ Planning Tools
- ✓ The Four D's
- ✓ Organizing your Workspace
- ✓ Organizing Files for Retrieval
 - Sorting Based on File Type
 - The Batching Technique
- ✓ Managing Your Workload
 - Case Study: Mary Marvelous
 - Workload Analysis
- ✓ Delegation
- ✓ Projects
- ✓ Set a Ritual

