

**American Management Association's
Managing Chaos:
Dynamic Time Management, Recall, Reading and Stress Management Skills for
Administrative Professionals**

Learning Objectives

- Recognize and Stop Procrastination
- Minimize Interruptions
- Set SMART Goals
- Prioritize Your Time and Activities
- Maximize Your Time with the 4-Step Time Mastery Plan
- Apply the Principles of Reading with Purpose, Strategy and Flexibility
- Improve Mental Focus and Reading Speed with Pacing Techniques
- Use Preview Techniques to Build Reading Effectiveness
- Increase Reading Comprehension
- Use Techniques to Build Memory and Recall
- Identify Symptoms of Burnout
- Apply Assertiveness Techniques
- Develop Coping Strategies

Coping with Chaos

- Recognize and Stop Procrastination
- Minimize Interruptions
- Onload and Offload Work Effectively

Mastering Your Time

- Set SMART Goals
- Prioritize Your Time and Activities
- Maximize Your Time with the 4-Step Time Mastery Plan

Reading More Effectively

- Apply the Principles of Reading with Purpose, Strategy and Flexibility
- Improve Mental Focus and Reading Speed with Pacing Techniques
- Use Preview Techniques to Build Reading Effectiveness
- Increase Reading Comprehension

Building Memory and Recall

- Explain the Differences Among Comprehension, Memory, and Recall
- Understand How Memory Works
- Use Techniques to Build Memory and Recall

Staying in Control

- Identify Symptoms of Burnout
- Apply Assertiveness Techniques
- Develop Coping Strategies