

# Time Management

## Learning Objectives

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- 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

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

## Planning for Success

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- 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

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- 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

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

## Creating Boundaries and Balance

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