

Controlling Chaos and Thriving Under Pressure

OVERVIEW

Your workday may seem so out of control that you feel like throwing up your hands in frustration. After all, what can you do to change it? And where do you start?

Turn off your laptop ... put your cell phone on mute ... and carve time out of your busy schedule for our exciting, new *Controlling Chaos and Thriving Under Pressure* seminar. In two rejuvenating days, we'll show you the core principles and innovative strategies that'll help you simplify your hectic schedule, control your day instead of letting it control you and ease stress in all areas of your life—no matter what constraints you face.

LEARNING OBJECTIVES

- Prioritize competing projects
- Create a plan and stick to it
- Get organized so you can find anything—instantly
- Keep on top of every detail when managing projects
- Meet every deadline without fail
- Ease the transition from work to home
- Find greater satisfaction in everything you do

COURSE HIGHLIGHTS

Gaining the upper hand on your time

- Reality check: Discover how out of control your workday really is
- Core time management principles—how and when to use them
- Face the truth: What a daily time log can reveal
- How to create a work space that's conducive to getting things done
- How to discover your daily “prime time” and use it to your advantage
- Overcome disorganization—a real efficiency cripper

Planning your work: Goal-setting 101

- Top reasons why planning is the make-it-or-break-it factor in your personal productivity
- The faulty beliefs about planning that could sabotage your day
- A time management secret that will take you from average to superstar
- Learn little-known strategies for NEVER missing a deadline
- How not to defeat yourself when setting goals

Replacing old habits with a new, effective approach

- Discover unproductive habits that could be undermining your day
- Changing your behavior, one step at a time

- Ever suffer from workplace paralysis? Know and get rid of the factors behind it
- Got some downtime for a change? Really? Don't waste it!
- Examining the thought process you use to solve problems—how it can help or harm you
- Procrastination—how to overcome this common problem
- Dispelling a widespread business myth: You do NOT have to be perfect
- Adapting to change: How to be flexible when your day doesn't go as planned

Eliminating time-wasters and handling distractions

- Pinpointing and stopping your common time-drainers
- How to stay focused throughout your distraction-filled day
- Mobile devices: Is yours a time-saver—or a time-waster?
- How to review and clear out an overflowing inbox in minutes
- Technology tools that are worth your time and money
- Managing your email: Basic practices to make part of your everyday routine
- Dealing with distractions caused by drop-in visitors

COURSE OVERVIEW

Working your plan: Time management solutions

- Planning tools you probably aren't using, but should be
- How to schedule your tasks and speed through every day's "to-do" list
- Taking control of multiple tasks with a daily action plan
- When everything on your list seems hot ... the questions you must ask before setting priorities
- How to make a web chart to organize your thoughts
- 6 steps for turning priorities into goals you'll actually achieve
- Beware of multitasking: Here's your real power tool for getting more done
- Taking breaks—why it makes good time management sense

Managing multiple priorities and deadlines

- Projects vs. tasks: Know the difference and why it matters
- Simple project management tools often overlooked and certainly underutilized
- The advantages—and limitations—of project management software
- Outlook®: Features you may not know about that can lighten your load
- Last-minute crises aren't going away—how to keep them from spoiling your best-laid plans
- Reasons why projects derail—and how not to be caught off guard

Simplifying your hectic schedule

- How to stay one step ahead of your multiple bosses
- Ways you may be contributing to unproductive meetings—without realizing it
- Your first clue a meeting may be a time-waster: No agenda
- Dos and don'ts for leading productive teleconferences, videoconferences and Web meetings
- How to define tasks that can and should be delegated—then delegate them!
- What to do when an employee attempts to reverse delegate
- Active listening: Your secret weapon in avoiding time-draining miscommunications and conflicts
- How and when to set limits with a firm "no"

Easing stress—in all areas of your life—with time management

- Know yourself: Learn what stresses you out and ways to prevent it
- How to find the personal hardiness you didn't know you had
- Controlling burnout: Important reasons why it's become a 21st-century business imperative
- Quick and easy ways to relieve tension and pressure at your desk
- The secret to leaving work where it belongs—at work
- How to keep work stress from hurting your personal relationships
- Are you a working parent? How to relieve the unique stress of juggling work and family

- Confident, calm and in control ... how to turn your new approach to working into a lifelong habit
- Using rewards to achieve your personal productivity goals ... today, tomorrow and for years to come

TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)