Time and Task Management for Busy People

Course Overview

Time and Task Management for Busy People is the professional's resource for finding efficiency and purpose in daily responsibilities. Learn the essential skills to obtain a big-picture mentality while focusing on organizational and personal purpose. Gain a variety of tools to better assimilate what is expected, required and urgent. Learn to improve productivity in what you do by applying expert tools to limit interruptions and concentrate on those tasks that support performance.

Participate in small group exercises to heighten your appreciation for other perspectives and gain creative insight into alternate techniques. Engage in discussions centered around efficiency to gain an awareness of how your actions impact others. Interact with the content in this course to find new ways to purposefully manage your time and tasks.

Module 1
Performance With Purpose

Clarity about the requirements of a job and the direction of an organization empowers employees to recognize those tasks that are crucial to their roles.

- Relate organizational intelligence to finding purpose in your job

- Explain the impact of abilities, strengths, intelligence and knowledge in day-to-day behaviors

- Discuss how competencies are related to role management

Module 2
Responding to Urgency

Develop a system to recognize crucial tasks and identify essential actions before they become urgent situations.

- Identify where urgency arises within your organization

- Relate urgency using reliability, credibility, quality and compliance

- Discuss techniques to increase productivity and regain control during a crisis

Module 3
Making Quality and Timely Decisions

Making quality decisions means obtaining the clarity and data to objectively evaluate possible solutions.

- Recognize what situations require impulsive decision making

- Identify the important steps to clearly define an issue

- Describe and evaluate potential solutions to a problem

Module 4
Needs-based Time Management

Effective time management isn't about controlling time; it's about managing how time is invested.

- Discuss techniques for setting relevant, achievable goals

- Identify the most desired qualities of a personal organization tool

- Recognize the benefits of focus, energy and willpower over procrastination

Module 5
Manage Attention and Limit Interruption

Attention management training teaches the ability to control distractions, focus on single tasks for higher-quality results and engage in sustained attention when necessary.

- Identify how to use background tasking to avoid inefficiently switching between tasks

- Recognize the behavioral changes that contribute to the interruption loop

- Discuss a strategy to limit interruptions

Module 6
Inspire Creativity With a Positive Attitude

Competencies associated with emotional intelligence, social intelligence and positive intelligence improve how we manage time and tasks.

- Discuss ways to apply innovative thinking throughout the day to inspire creativity and motivation

- Describe techniques for increasing optimism and life satisfaction

- Recognize the difference between habitual tasks and effective actions