



## **SORDILL CONSULTING**

*Organizational Training & Development*

*www.sordill.com*

### *Tips for Effective Time Management*

One of the greatest stressors we all face is too much to do with too little time. To reduce stress and increase satisfaction with your job and your life, it is critical to develop consistent time management techniques and habits.

The following tips are intended to provide you with some ideas for taking control of your time and achieving important goals both at work and in your personal life.

To increase your time mastery, consider joining us on September 23 for a Time Management workshop. During this workshop you will participate in a self-assessment, receive individualized feedback on your current time management skills, learn new strategies and begin working toward developing new, effective time management techniques.

As you begin to focus on your time management development, consider the following suggestions.

1. *Keep a time log:*

A time log is a tool for assessing how you are spending your time and using the resulting information to make better decisions about setting and achieving goals, establishing priorities, managing interruptions, and overcoming time wasting behaviors

2. *Set SMART goals for both personal professional achievement:*

Decide what is important to you. Be specific about what you want to achieve. Define measures for success so you will know when you have completed your goal.

Outline steps, strategies, necessary resources, tools, etc., that will be required to achieve the goal. Clarify the value added and why it makes sense for you to work on this goal. Finally, establish timelines for monitoring, revising, and completing the goals.

3. *Prioritize your goals:*

Make sure the things you are spending your time on are the most important ones. You will have to assess which things you should focus on, which things someone else can do, and which things you should let go of. Decide which goals are Important and Urgent, which things are Important but not Urgent, which are Urgent but not Important and which are Unimportant.

4. *Plan the best way to accomplish your goals:*

Sometimes it works best to break larger goals down into smaller, more manageable sub-goals. Other times, it requires the use of project planning software to best manage goal achievement.

Key points for planning include defining what has to be done, who will do it, when it needs

to be done, how long each step will take, any dependencies and desired results.

5. *Once you've planned what to do to achieve your goals, you'll need to schedule your time:*

You should use some sort of calendar. Find a calendar that works for you. Select either an online calendar or a hard copy. You can pick one that shows you a day, a week or a month at a glance.

Have one calendar that you use for everything. Avoid confusion by keeping it simple.

In addition to putting due dates on your calendar, block off time to work toward your goals.

Allow a cushion in your scheduling. If it would take 1 hour in the perfect world to accomplish a task, allow 2 days in the real world to accommodate changes and things that go wrong. Build in flexibility so you don't create unnecessary stress.

6. *Use some sort of reminder system:*

You can use a "tickler" that is part of your electronic calendar system or a manual system. Whichever you choose, you should again build in flexibility so as you are reminded that certain tasks need to be

accomplished, you have the time to adapt to the unexpected.

7. *Build consistent habits:*

Whatever system you choose, it will only work if you use it consistently. Make it a habit to set goals, prioritize, plan, schedule and track your progress.

Get in the habit of assessing your past successes and achievements. Identify what went as planned and what could have gone better.

Clarify what you can do the next time to manage your time, your goals, your projects and your life better. Then take appropriate action to create additional new habits.

Continually work toward becoming more in control and more successful in doing those things that are most meaningful to you.

<p><b><i>OUTLINE FOR SEPTEMBER 23 EFFECTIVE TIME MANAGEMENT WORKSHOP</i></b></p>
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***I. INTRODUCTION***

- A. Program Overview
- B. Learning Objectives

***II. TIME MANAGEMENT STRATEGIES***

- A. Overview of Skills
  1. Planning and Goal Setting
  2. Setting Priorities
  3. Utilizing Gap Time
  4. Procrastination
  5. Delegation
  6. Working with Other People
  7. Crises and Interruptions
  8. Attitudes and Behavior
  9. Self-Management
- B. Video Presentation and Review

***III. SELF ASSESSMENT***

- A. Responding to the Time Mastery Profile
- B. Interpretation, Feedback and Clarification of Needs for Development

***IV. PRACTICAL APPLICATION***

- A. Group and Individual Exercises

***V. CLOSE***

- A. Goal Setting and Implementation
- B. Program Evaluations

This program has been designed to provide participants with individualized feedback and strategies for improving success in managing time.

*In this program*, you will use the results of a self-assessment to focus on specific categories of time management which are appropriate to your own individual development. Some of the key learnings will include:

- skills and techniques to increase your success in setting and achieving goals
- improved ability to assess and set priorities
- identification of strategies for overcoming procrastination
- development of competencies for planning and scheduling
- effective strategies for handling interruptions without alienating others
- ideas for making meetings more effective
- strategies for increasing success in working with others

*Programs and Services Offered by SORDILL CONSULTING include:*

- Assertive Communication Skills
- Change Management
- Coaching, Feedback, and Managerial Communication
- Communication Strategies
- Conflict Management
- Customer Service & Telephone Skills
- Executive Coaching
- Facilitation
- Getting Organized
- Goal Setting and Achievement
- Handling Problem Employees and Terminations
- Individual Professional Development
- Interviewing Techniques
- Leadership Skills
- Listening Skills
- Managerial and Supervisory Skills
- Managing Up
- Managing Interpersonal Relations
- Meeting Management
- Mentoring
- Myers Briggs Type Indicator
- Motivation
- Negotiating for Success
- One on One Coaching
- Organizational Skills
- Outdoor & Executive Challenge
- Performance Management
- Performance Reviews
- Presentation Skills
- Problem Solving Techniques
- Project Management
- Sales and Sales Management
- Sexual Harassment Awareness
- Strategic Planning
- Stress Management
- Team Development
- Time Management
- Train the Trainer

**For more information** about programs and services, or to request future newsletters via email, please call Pat Sordill at 978-266-9524 or send an email to: [pat@sordill.com](mailto:pat@sordill.com).

Visit our web site at: [www.sordill.com](http://www.sordill.com)

***TIME MANAGEMENT WORKSHOP INFORMATION:***

**Date:** *Monday, September 23*

**Time:** *9 a.m. to 4 p.m.*

**Place:** *Radisson Heritage Hotel  
Chelmsford, MA*

**Cost:** *\$175 per person*

**To register for this program,** please complete the form below and return it with your check for \$175 per person to **SORDILL CONSULTING**, 120 Patch Hill Road, Boxborough, MA 01719.

**Registration fee covers** all course materials, refreshments and ongoing support as needed by participants. Lunch will be on your own.

To register for **THE EFFECTIVE TIME MANAGEMENT WORKSHOP**, scheduled for Monday, September 23, from 9 a.m. to 4 p.m. at the Radisson Heritage Hotel, in Chelmsford, MA, please complete this registration form and return it with your check for \$175 per person, payable to **SORDILL CONSULTING**. For further information, please call (978) 266-9524, FAX (978) 266-9534, Email at [pat@sordill.com](mailto:pat@sordill.com) or visit our web site at: [www.sordill.com](http://www.sordill.com).

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