



Time Management

GLOBAL COURSEWARE

Getting Started

The practice of time management requires **focus** and **conscious** planning to help win back control of your busy day, and conquer financial goals.

Workshop Objectives



- Overcome procrastination quickly and easily
- Handle unexpected barriers and distractions
- Delegate more efficiently
- Plan meetings more appropriately and effectively



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Never leave till tomorrow that which you can do today.

Benjamin Franklin

MODULE TWO

Discovering Your Productivity Rhythm

Discovering your personal productivity rhythm has a powerful effect on how you can maximize your daily workload, and improve your overall time management.



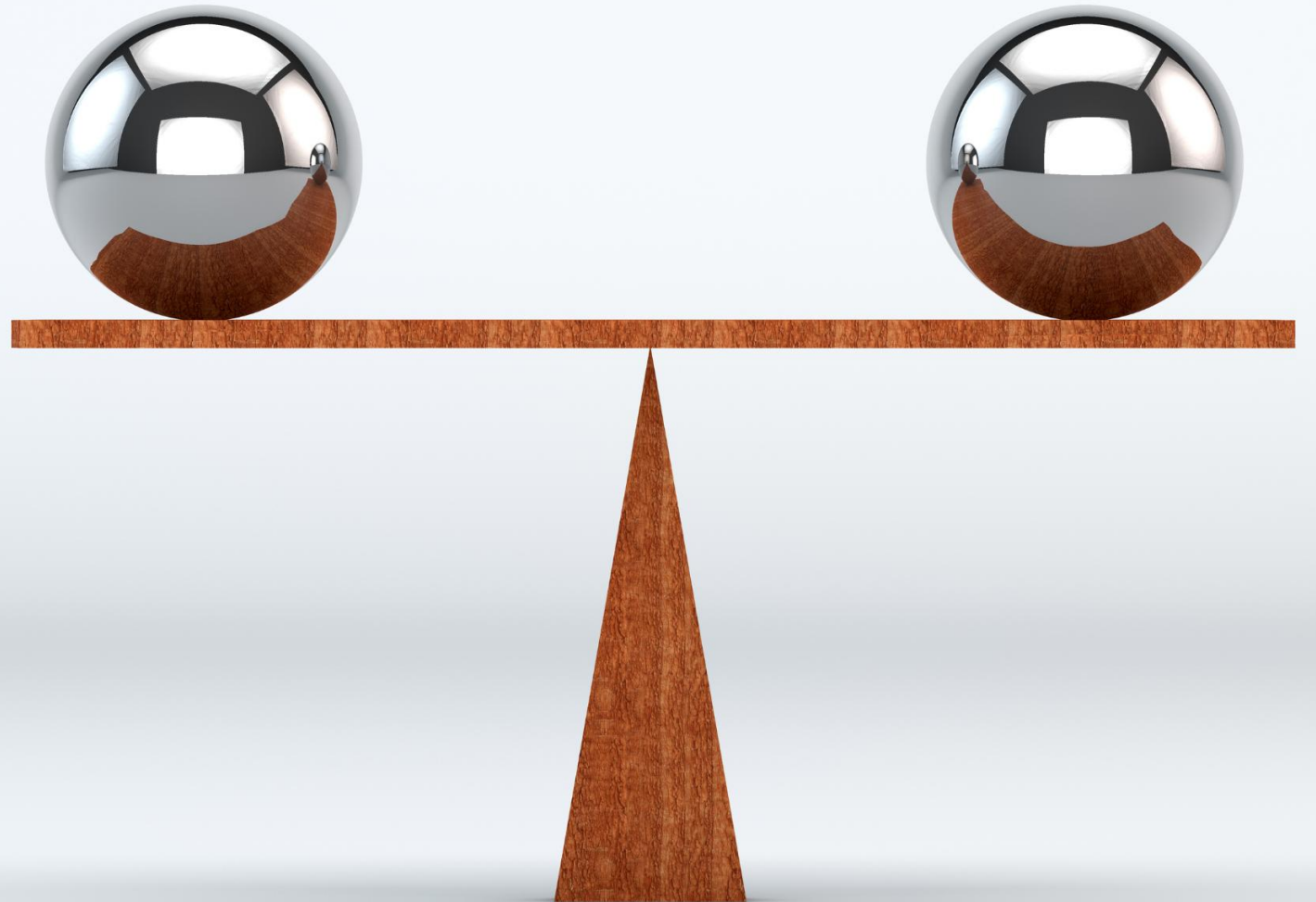
Know Your Energy

Energy levels fluctuate throughout the span of a work day.

It is highly beneficial to prioritize your tasks based on these energy levels.

Work-Life Balance

The most productive individuals are those who are well-balanced.





Taking Regular Breaks

Practicing good time management does not mean that you are endlessly working around the clock to meet a deadline.

The Multitasking Myth

Multitasking is the act of carrying out two or more tasks simultaneously.





Time Batching

Time batching is a great productivity system to improve focus and build structure into your daily tasks.

Practical Illustration



- Know Your Energy
- Work-Life Balance
- Taking Regular Breaks
- The Multitasking Myth
- Time Batching

Module Two: Review Questions

1. What does your productivity rhythm measure?

A. How you are most productive

B. When you are most productive

C. Where you are most productive

D. All of the above

Module Two: Review Questions

2. Energy levels fluctuate throughout the span of a workday.

A. True

B. False

Module Two: Review Questions

3. Why is it important to determine your peak performance times?

A. It is not important to determine peak performance times

B. You can better schedule your tasks

C. You will be able to determine which tasks you do not want to do

D. None of the above

Module Two: Review Questions

4. What does it mean to have a good work-life balance?

A. Spending an equal balance of time between work and home

B. Working longer hours to get more done

C. Prioritizing the demands in the workplace over the demands of personal life at home

D. Prioritizing the demands in one's personal life at home, as well as the demands in the workplace

Module Two: Review Questions

5. What is time batching?

A. Grouping similar tasks together

B. A term that is interchangeable with multitasking

C. An approach that involves leaving things for the last minute

D. Wasting time

Module Two: Review Questions

6. Who will benefit from time batching?

A. Individuals who have difficulty focusing on a task

B. Individuals are simply looking to have a productive day

C. Individuals who are easily distracted

D. All of the above

Module Two: Review Questions

7. Practicing good time management means you are endlessly working around the clock.

A. True

B. False

Module Two: Review Questions

8. How are the most effective breaks spent?

A. Walking

B. Meditating

C. Sitting in fresh air

D. All of the above

Module Two: Review Questions

9. What is multitasking?

A. An effective strategy for good time management

B. The act of carrying out two or more tasks simultaneously

C. A sufficient way to conquer a to-do list

D. A practice that is beneficial to your productivity rhythm

Module Two: Review Questions

10. What is often the outcome of multitasking?

A. Stress

B. Poor performance

C. Burnout

D. All of the above



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The bad news is that time flies. The good news is that you are the pilot.

Michael Altshuler

MODULE THREE

Managing Time with Goals

By envisioning a prosperous future with specific goals in mind, you will be able to increase the efficiency of your time used to get there.



SMART Goals

Specific

Measurable

Achievable

Relevant

Timed

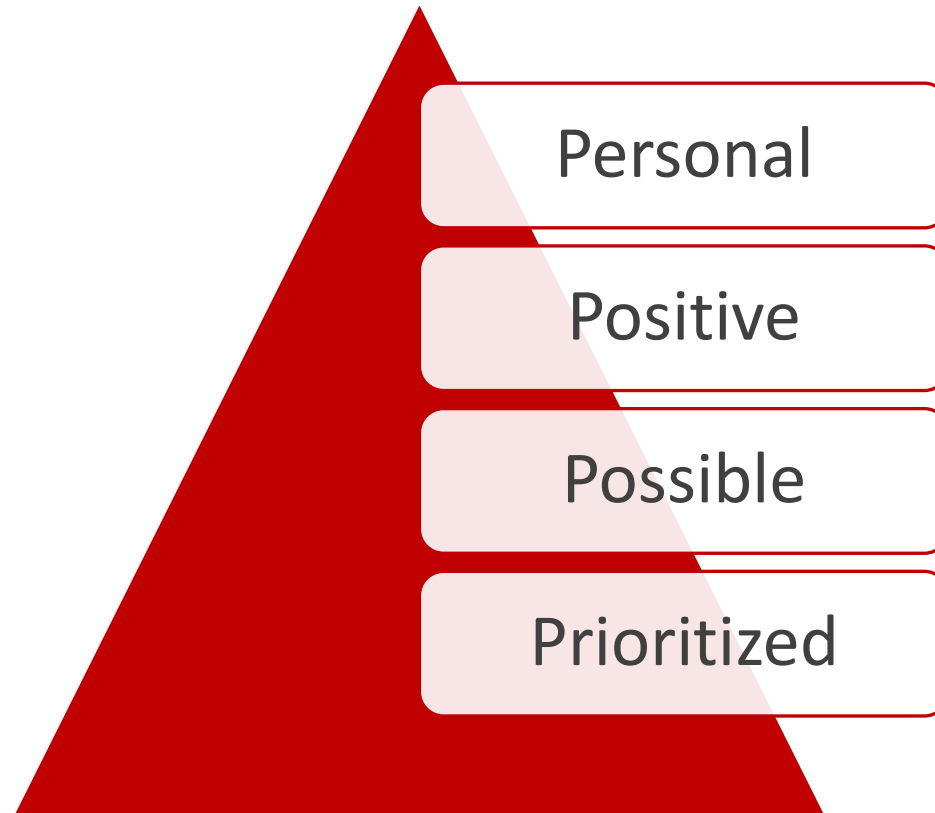
Visualizing Your Goals

Visualizing your goal will help you create the desire to materialize it into your life.





The 4 P's



Creating Your Productivity Journal

A productivity journal is a valuable tool to assist you in conquering your goals.





Maximizing the Power of Your Productivity Journal

Crossing off completed tasks will give your subconscious mind a tremendous amount of satisfaction.

Practical Illustration



- SMART Goals
- Visualizing Your Goals
- The 4 P's
- Creating Your Productivity Journal
- Maximizing the Power of Your Productivity Journal

Module Three: Review Questions

1. Which is not one of the four Ps of goal setting?

A. Positive

B. People

C. Personal

D. Possible

Module Three: Review Questions

2. In the SMART acronym, what does the T stand for?

A. Together

B. Two

C. Tedious

D. Timed

Module Three: Review Questions

3. When prioritizing your goals it is better to focus on several goals at once.

A. True

B. False

Module Three: Review Questions

4. In the SMART acronym what does the M stand for?

A. Multiple

B. Missing

C. Meaningless

D. Measurable

Module Three: Review Questions

5. In which area of your life can you use goal setting?

A. Financial

B. Physical

C. Spiritual

D. All of the above

Module Three: Review Questions

6. You can use goal setting in many areas of your life including financial, physical and spiritual.

A. The dreams and values of the media

B. The dreams and values of your friends

C. Your dreams and values

D. All of the above

Module Three: Review Questions

7. Which of these is crucial for goal achievement?

A. Creating vague goals

B. Setting unrealistic goals

C. Creating a goal that does not have a deadline

D. Track your progress towards your goal

Module Three: Review Questions

8. When prioritizing, which goal should you choose?

A. Choose a goal that identifies only what you want

B. Choose a goal that will have the greatest impact on your life

C. Choose a goal based on how long it will take to achieve it

D. Spread yourself thin by focusing on several goals at once

Module Three: Review Questions

9. What is one of the best visualization tools?

A. A bar graph

B. A PowerPoint presentation

C. A vision board

D. A list of goals

Module Three: Review Questions

10. It is best to keep a separate journal for work and for your personal life.

A. True

B. False



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What is important is seldom urgent and what is urgent is seldom important.

Dwight D. Eisenhower

MODULE FOUR

Prioritizing Your Time

Time management is about more than just managing our time; it is about managing ourselves, in relation to time.



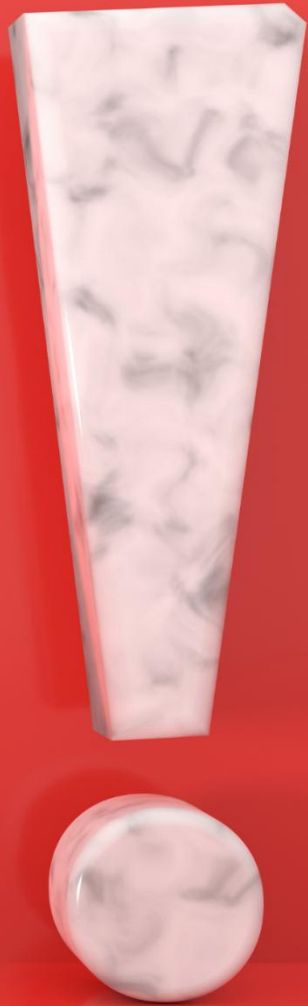
The 80/20 Rule

The 80/20 rule, also known as Pareto's Principle, states that 80% of your results come from only 20% of your actions.

The Urgent/ Important Matrix

- Urgent and Important
- Important, But Not Urgent
- Urgent, But Not Important
- Not Urgent and Not Important





Being Assertive

The ability to say *no* is a powerful time management tool.

At times, requests from others may be important and need immediate attention.

Chunk, Block and Tackle

Large projects can sometimes be so overwhelming it is difficult to plan to start them.





Ready, Fire, Aim!

- **Ready!** Do not over-plan each of your actions.
- **Fire!** Remember the 80/20 rule and just take action.
- **Aim!** Make new plans based on new information.

Practical Illustration



- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive
- Chunk, Block and Tackle
- Ready, Fire, Aim!

Module Four: Review Questions

1. The 80/20 rule states that 80% of your _____ come from only 20% of your _____.

A. Errors / mistakes

B. Results / actions

C. Time / actions

D. Results / friends

Module Four: Review Questions

2. A deadline to complete a report due next month can be considered urgent and important on the urgent/important matrix.

A. True

B. False

Module Four: Review Questions

3. Where would having lunch with a coworker fall on the urgent/important matrix?

A. Urgent and important

B. Important, but not urgent

C. Urgent, but not important

D. Not urgent and not important

Module Four: Review Questions

4. A great tool in being more assertive is to use a _____ no when interrupted.

A. Negative

B. Positive

C. Manual

D. Timely

Module Four: Review Questions

5. Which of these is the best description of what time management is about?

A. Keeping your strategies that help you manage time the same

B. Continuing habits and activities that waste our time

C. Managing our time

D. Managing ourselves in relation to time

Module Four: Review Questions

6. What is the 80/20 rule also known as?

A. Business logic

B. Pareto's principle

C. Z notation

D. Urgent/important matrix

Module Four: Review Questions

7. What activities demand immediate attention, but are often associated with someone else's goals rather than our own?

A. Not important

B. Not urgent

C. Important

D. Urgent

Module Four: Review Questions

8. What is a powerful way of organizing tasks based on priorities?

A. Business logic

B. Z notation

C. Pareto's principle

D. Urgent/important matrix

Module Four: Review Questions

9. Which of these is not an example of a Positive No?

A. "I am uncomfortable doing that because..."

B. "I don't have time to do that today, but I can schedule it today."

C. "I can't right now because I have another project that is due by 5 pm today."

D. "I understand that you need to have this paperwork filed immediately, but I cannot file it for you."

Module Four: Review Questions

10. What is the Positive No most appropriate for?

A. Aggressive people

B. Manipulative people

C. An effective strategy to control
your emotions

D. All of the above



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I am a great believer in luck, and I find the harder I work, the more I have of it.

Thomas Jefferson

Tackling Procrastination

The ability to overcome procrastination and tackle the important actions that have the biggest positive impact in your life is a hallmark of the most successful people out there.

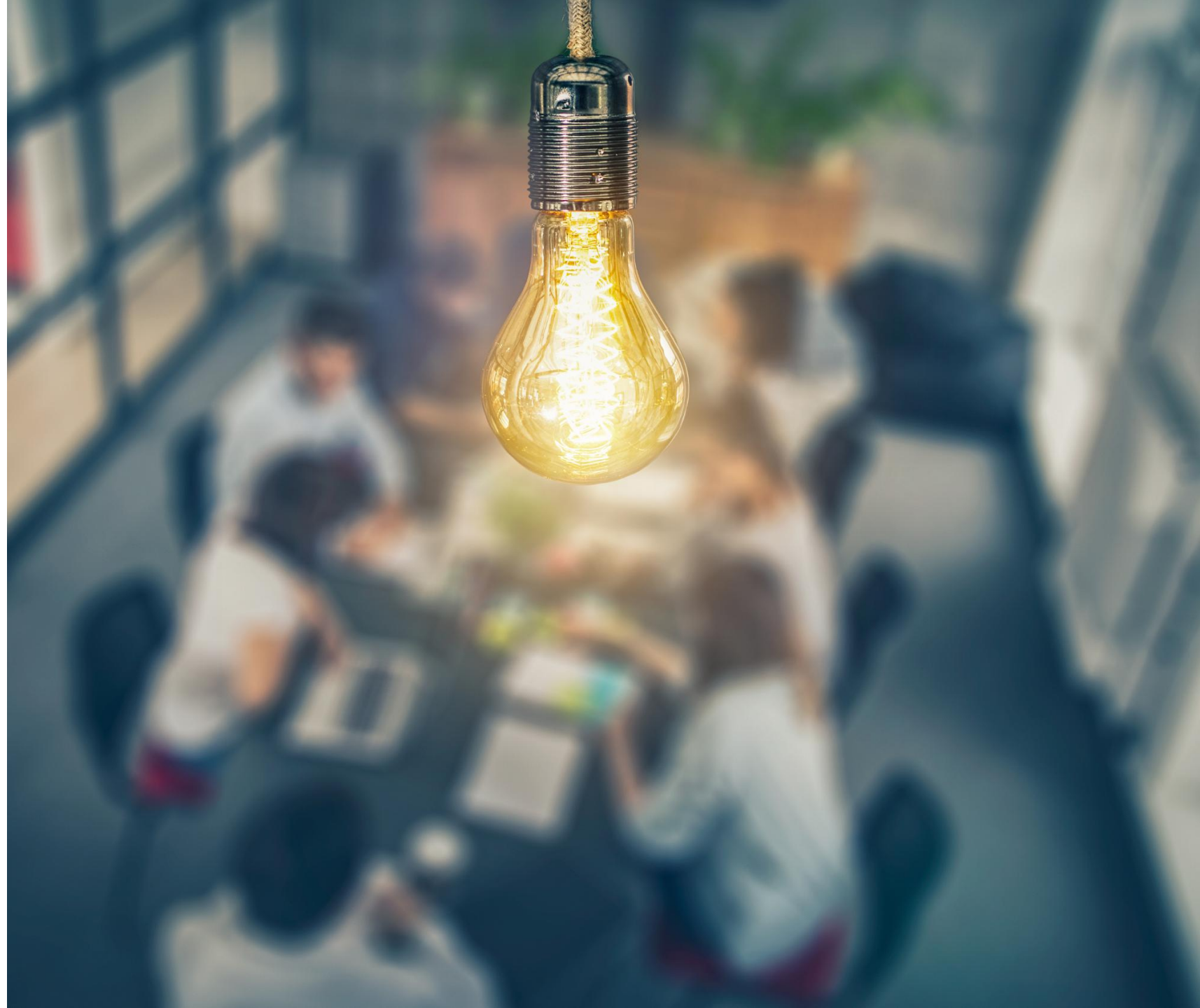


Why We Procrastinate

- Don't know where to begin
- Task feels overwhelming
- No passion for doing the work

Overcoming Procrastination

- Delete it
- Delegate
- Do it now
- Ask for advice





Eat That Frog!

“Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.”

S.T.I.N.G

Procrastination may be the result of feeling overwhelmed.





Dealing With Workplace Distractions

- Office noise
- Smartphones
- Social media

Practical Illustration



- Why We Procrastinate
- Overcoming Procrastination
- Eat That Frog!
- S.T.I.N.G
- Dealing With Workplace Distractions

Module Five: Review Questions

1. Which item is a reason we generally procrastinate?

A. Unsure of where to begin

B. Task feels overwhelming

C. No clear deadline

D. All of the above

Module Five: Review Questions

2. What habit will help you overcome procrastination?

A. Have a clear deadline

B. Delay the task

C. Make more plans

D. All of the above

Module Five: Review Questions

3. In the “Eat That Frog” analogy, what does the frog represent?

A. Procrastination

B. A task that will have a great impact

C. Ideas

D. A task that will have low impact

Module Five: Review Questions

4. What is the definition of procrastination?

A. Tackling the important actions that have the biggest positive impact in your life

B. The latest time or date by which something should be completed

C. Delaying a task (or even several tasks) that should be a priority

D. To bury or drown beneath a huge mass

Module Five: Review Questions

5. Which of these is not a reason for procrastination?

A. Inadequate resources available

B. Fear of failure or success

C. Task feels overwhelming

D. Passion for doing the work

Module Five: Review Questions

6. Which way to overcome procrastination can be defined as “help from a trusted mentor, supervisor, coach, or expert can give you some great insight on where to start and the steps for completing a project”?

A. Delegate

B. Delete it

C. Do it now

D. Ask for advice

Module Five: Review Questions

7. The acronym S.T.I.N.G can help when feeling overwhelmed; what does the G stand for?

A. Give yourself a reward

B. Give up

C. Go home when completed

D. Get it done

Module Five: Review Questions

8. To reduce the temptation of procrastination, each actionable step on a project should take no more than how many minutes to complete?

A. 5

B. 15

C. 10

D. 20

Module Five: Review Questions

9. What does the saying "If you have to eat two frogs, eat the ugliest one first!" mean?

A. If you have two important tasks before you, start with the biggest, hardest, and most important task first

B. The key to reaching high levels of performance and productivity is for you to develop the lifelong habit of tackling your major task first thing each morning

C. Celebrate the completion of project milestones and reward yourself for getting projects done on time

D. You need to establish a positive working environment that is conducive to getting your work done

Module Five: Review Questions

10. Which of the following is a common workplace distraction?

A. Silence

B. An organized space

C. A written list of your goals

D. Gossip

An hourglass is positioned on the left side of the frame, resting on a dark, textured surface. The background is a soft-focus sunset or sunrise over a body of water, with a bright sun low on the horizon. A thin white horizontal line is drawn across the middle of the image, passing behind the hourglass.

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The only thing even in this world is the number of hours in a day. The difference in winning or losing is what you do with those hours.

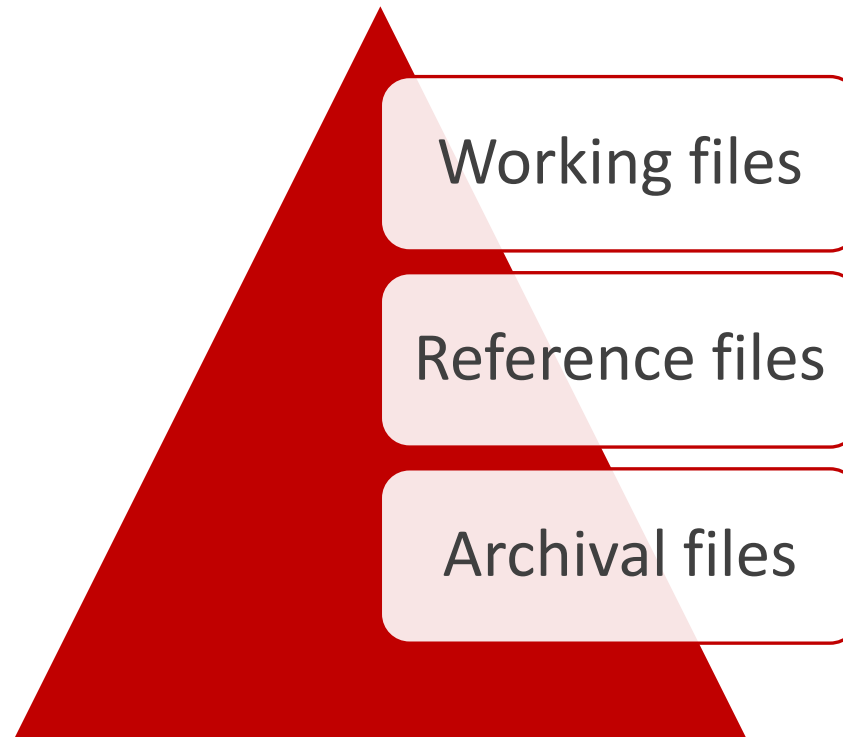
Woody Hayes

Organizing Your Workspace

In order to effectively manage your time and to be productive each day, you must create an appropriate environment.



De-Clutter



Managing Workflow

- Do
- Delete
- Defer
- Delegate



A top-down photograph of office supplies on a bright yellow background. In the upper left, a silver metal paperclip is attached to a black binder clip. Below them is a white spiral-bound notebook with a black metal spiral binding. In the bottom left corner, the tip and part of a black pen are visible. The top right corner shows a portion of a silver laptop. The overall scene is clean and organized.

Organizing Office Supplies

The most efficient work spaces are those that have office supplies stocked and available at all times.

Dealing With Email

A cluttered inbox can become overwhelming, as well as frustrating.





Using Calendars

Calendars allow you to design your day, and dedicate your time to important assignments.

Practical Illustration



- De-Clutter
- Managing Workflow
- Organizing Office Supplies
- Dealing With Email
- Using Calendars

Module Six: Review Questions

1. Which is not a part of a basic filing system?

A. Working files

B. Reference files

C. DIY files

D. Archival files

Module Six: Review Questions

2. In managing workflow what are the four Ds?

A. Do, Done, Deliver, Double

B. Do, Decide, Defer, Detour

C. Do, Done, Doubt, Decide

D. Do, Delete, Defer, Delegate

Module Six: Review Questions

3. One of the best ways to deal with email is to set up rules to filter emails to certain folders.

A. True

B. False

Module Six: Review Questions

4. Which of the following is a great tool for organizing office supplies?

A. One bin for everything

B. The use of labels on bins, baskets and shelves

C. Keeping one main file for all documents

D. Having a designated person that can retrieve office supplies

Module Six: Review Questions

5. Which of these does not help to create an effective work space?

A. Setting up an effective file system

B. Gathering essential tools

C. Managing workflow

D. Working around clutter

Module Six: Review Questions

6. What types of files are used for materials that are used frequently and needed close at hand?

A. DIY files

B. Reference files

C. Working files

D. Archival files

Module Six: Review Questions

7. A calendar is not beneficial if it is electronic.

A. True

B. False

Module Six: Review Questions

8. If a task is not yours to do, how should you respond?

A. Do it

B. Delete it

C. Defer it

D. Delegate it

Module Six: Review Questions

9. Which of these is good advice for maximizing your e-mail time?

A. Email is best handled constantly throughout the day

B. Once you know the subject of the message, open and read urgent e-mails and non-urgent emails (like jokes), and respond accordingly

C. Move all email to your junk or trash can when finished

D. Ask your e-mail contacts to use specific subject lines, and make sure to use them yourself

Module Six: Review Questions

10. For people with multiple responsibilities, what type of calendar might be especially valuable?

A. A productivity journal

B. A day-by-day calendar

C. A filing calendar

D. An annual calendar organized by areas of responsibility



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The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.

Theodore Roosevelt

MODULE SEVEN

Delegating Made Easy

Everyone needs help and support, and there is no shame in accepting your limitations and asking for assistance.



When to Delegate

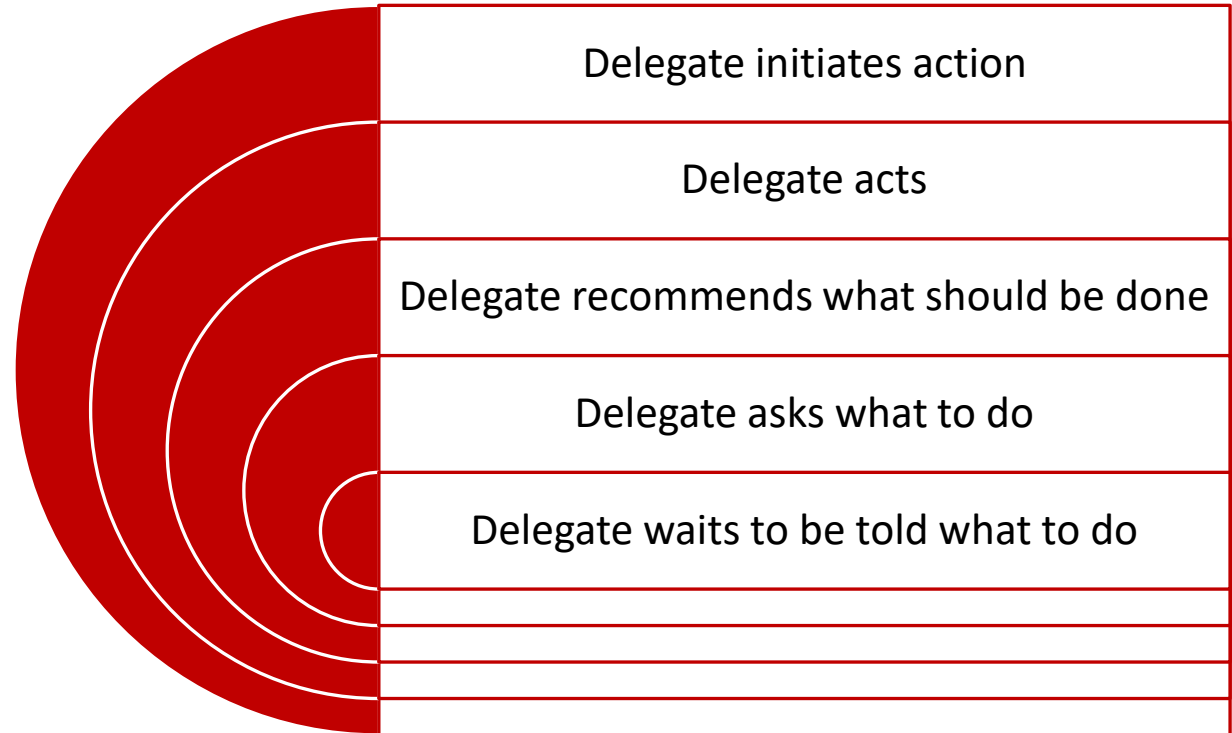
Delegation is a win-win situation for all involved, but only when done correctly.

To Whom Should You Delegate?

- What training or assistance might they need?
- Do you have the time and resources to provide any training needed?



How Should You Delegate?



Keeping Control

The delegate must be made aware of relevant information in order to successfully execute the task.





The Importance of Full Acceptance

Set aside enough time to thoroughly review any delegated work that was delivered to you.

Practical Illustration



- When to Delegate
- To Whom Should You Delegate?
- How Should You Delegate?
- Keeping Control
- The Importance of Full Acceptance

Module Seven: Review Questions

1. You should keep this in mind when deciding if a task should be delegated:

A. Is the task an opportunity for growth of another person

B. Will delegating a task jeopardize any success

C. Weigh the effort to properly train another person against how often the task will reoccur

D. All of the above

Module Seven: Review Questions

2. When considering delegating a task, what criteria should you consider?

A. Can I fire them if they fail?

B. What is the current workload of this person?

C. What training or assistance might they need?

D. B and C

Module Seven: Review Questions

3. What is the first level of the Spheres of Independence?

A. Delegate waits to be told what to do

B. Delegate initiates action

C. Delegate acts, then reports

D. Delegate recommends what should be done

Module Seven: Review Questions

4. Micro-managing is one of the best ways to keep control and stay updated.

A. True

B. False

Module Seven: Review Questions

5. Which of these statements about delegation is true?

A. There is shame in asking for assistance

B. By delegating effectively, you can only slightly expand the amount of work you can deliver

C. If you delegate well, you can quickly build a strong and successful team of people

D. At first sight, delegation will never feel like more hassle than it's worth

Module Seven: Review Questions

6. Which of these tasks should not be delegated to others?

A. Time-sensitive projects

B. Tasks that have been assigned specifically to you

C. A task that will provide an opportunity for growth

D. A meaningful of challenging assignment

Module Seven: Review Questions

7. What is not something that you need to explain to a delegate?

A. Every exact step that you would take if you were doing the project yourself

B. The goals you have for the project

C. What's expected of them during the project

D. All timelines and deadlines

Module Seven: Review Questions

8. What is one way to encourage growth in a delegate?

A. Delegate solutions to others when delegates come to you with a problem

B. Ask for recommended solutions when delegates come to you with a problem

C. Micromanage as needed

D. Abdicate control altogether

Module Seven: Review Questions

9. What is good advice when overseeing and approving delegates' work?

A. Even if you accept work that you're not satisfied with, your team member will learn to do the job properly

B. If you accept work that you're not satisfied with, you won't be need to complete the project yourself

C. If you accept work you're satisfied with, it means that you don't have the time to do your own job properly

D. If you accept work that you are not satisfied with, your team member does not learn to do the job properly

Module Seven: Review Questions

10. When good work is returned to you, what should you do?

A. Recognize the effort

B. Reward the effort

C. Take the credit for yourself

D. Both A & B



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Discipline is the bridge between goals and accomplishment.

Jim Rohn

MODULE EIGHT

Setting a Ritual

Rituals are powerful in motivating, disciplining, and providing focus for individuals.



What is a Ritual?

- Identify the Task.
- Identify the Time and/or Trigger.
- Identify the Sub-Tasks.

Morning Rituals

- Eating a nutritious breakfast
- Morning meditation
- Exercise
- Reading





Nightly Rituals

- Light reading
- Meditation
- Journaling
- Taking a warm bath

Example Rituals

Rituals are powerful in conquering recurrent challenges throughout the day, and managing time.



Using Rituals to Maximize Time

- During a break at work or at home, read for ten minutes.
- Take one minute to do some deep breathing and stretches.



Practical Illustration



- What is a Ritual?
- Morning Rituals
- Nightly Rituals
- Example Rituals
- Using Rituals to Maximize Time

Module Eight: Review Questions

1. Which step is not a part of building a good ritual?

A. Identify the task

B. Set the task in stone

C. Identify the time and or triggers

D. Identify the sub-tasks

Module Eight: Review Questions

2. Which of the following is not an example of a good morning ritual?

A. Sleeping in as late as possible

B. Exercise

C. Morning meditation

D. Eating a nutritious breakfast

Module Eight: Review Questions

3. What is a “Trigger” in regard to setting up a ritual?

A. A situation or event

B. Exercise

C. Thought or idea

D. Specific time of day

Module Eight: Review Questions

4. What is the definition of a ritual?

A. A boring, repetitive life, with every moment controlled and managed

B. No room for spontaneity

C. An activity set in stone

D. Any practice or pattern of behavior regularly performed in a set manner

Module Eight: Review Questions

5. What is an example of an easy way to put exercise into your schedule?

A. Three hours of swimming every day

B. Take a half hour to plan exercises for the next week

C. Do yoga in the morning before work

D. Exercise for a different length of time on a different day of the week

Module Eight: Review Questions

6. Which of these is not an example of a ritual that many people find helpful in maximizing their time?

A. Check e-mail, news, and Web sites throughout the day

B. Set up a system for maintaining your Productivity Journal

C. In the morning, perform your tasks in an organized, routine manner

D. Lay out your clothes and prepare your lunch the night before for maximum efficiency

Module Eight: Review Questions

7. What is not a good idea to have as part of your sleep ritual?

A. Filling out your Productivity Journal for the next day

B. Vigorous exercise right before sleep

C. Enjoying a cup of tea

D. Taking a warm bath

Module Eight: Review Questions

8. Once you have been using a ritual for a while, what might you find?

A. That you have to constantly remind yourself of the ritual

B. That you cannot live your life without things happening at exactly the same time every day

C. That your day becomes repetitive

D. That you have bits of extra time here and there

Module Eight: Review Questions

9. Which of these is a good idea for ritualizing meals?

A. Appliances like slow cookers and delayed-start ovens can also help you make sure supper is ready when you are

B. Spend your weekend making meals for the week to come

C. Make a grocery list and do a comprehensive shopping trip in several grocery stores

D. Take two hours each weekend to plan meals for the next week

Module Eight: Review Questions

10. What is not an example of a situation or event that will cause a ritual to come into play?

A. Take ten minutes to update your Personal Productivity Journal

B. Take an hour to do some deep breathing and stretches

C. Take five minutes to clean off your desk or some other small area

D. During a break at home, read for ten minutes



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History is written by people who attend meetings, and stay until the end, and keep the minutes.

Anonymous

MODULE NINE

Meeting Management

Meetings are great for many workplace discussions, such as to solve problems, develop ideas or even to provide direction.

Deciding if a Meeting is Necessary

- What is the clear goal, or deliverables to this meeting?
- Does this topic require outside input for development?



Using the PAT Approach

- Purpose
- Agenda
- Time frame



A close-up photograph of a person's hand with bright red nail polish, holding a silver ballpoint pen and writing on a white notepad. The person is wearing a dark suit jacket. The background is a plain, light-colored wall.

Building the Agenda

Before the meeting, make a list of what needs to be discussed, how long you believe it will take, and the person who will be presenting the item.

Keeping Things on Track

At the end of the meeting, get agreement that all items on the agenda were sufficiently covered.



Making Sure the Meeting was Worthwhile

To ensure a successful close to a meeting, it is best to touch base and track progress.



Practical Illustration



- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting Was Worthwhile

Module Nine: Review Questions

1. Using the PAT approach is great for meeting management.
What does PAT stand for?

A. Past, Approach, Tracking

B. People, Alternate, Task

C. Postpone, Again, Today

D. Purpose, Agenda, Time frame

Module Nine: Review Questions

2. When creating an agenda, it is best to hand it out at the beginning of the meeting.

A. True

B. False

Module Nine: Review Questions

3. What should you do if an item runs past its scheduled time?

A. Ask the group what they want to do

B. Skip it and move to the next item

C. Finish it and extend the meeting

D. Remove the next item on the agenda

Module Nine: Review Questions

4. Action items should be clearly indicated, with start and end dates.

A. True

B. False

Module Nine: Review Questions

5. What is a reason that people generally do not look forward to meetings?

A. Meetings are always held early in the morning

B. Too many meetings lack purpose and structure

C. Too many meetings bring together co-workers and this creates conflict

D. Meetings are held daily and become repetitive

Module Nine: Review Questions

6. How should you spend the first five minutes of a meeting?

A. Waiting for any stragglers

B. Answering any questions

C. Open, casual discussions

D. Going over the agenda and getting approval

Module Nine: Review Questions

7. In the PAT approach, which step is described as “the backbone of the meeting”?

A. Agenda

B. Approach

C. Purpose

D. Time frame

Module Nine: Review Questions

8. Typically, how long should meetings be?

A. They should exceed an hour

B. They should not exceed two hours

C. They should not exceed one hour

D. They should not exceed thirty minutes

Module Nine: Review Questions

9. What is your job as the chairperson of the meeting?

A. To take minutes

B. To keep the meeting running according to the agenda

C. To ensure all participants are in attendance

D. To supervise participants' behavior during the meeting

Module Nine: Review Questions

10. What is an action to take at the end of a meeting?

A. Get agreement that all items on the agenda were sufficiently covered

B. Decide if a formal meeting is necessary

C. Make a list of what needs to be discussed, how long you believe it will take, and the person who will be presenting the item

D. Make sure you ask for everyone's approval, including additions or deletions



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In a crisis, be aware of the danger, but recognize the opportunity.

John F. Kennedy

Dealing with Time Barriers

Despite great planning and prioritization, unexpected barriers or interruptions may still arise that demand our attention and hinder workplace success.



Unexpectedly Long Tasks

- Include buffer space in your schedule
- For recurring tasks, consider using a timer- this will allow you to get a better idea when estimating your time

When Others are Inefficient

Occasionally you can be on top of your game at work, but still be held back due to the inefficiency of others.





Life Events

With these moments, it is critical to slow down, breathe and process the life event.

Fear of Failure

When employees fear working on a task, they will often delay it for another time.





The Power of Positive Thinking

When challenging work situations arise, you have the choice of feeling defeated, or staying positive and on track with your goals.

Practical Illustration



- Unexpectedly Long Tasks
- When Others are Inefficient
- Life Events
- Fear of Failure
- The Power of Positive Thinking

Module Ten: Review Questions

1. As long as you schedule and prioritize, things will always go as planned.

A. True

B. False

Module Ten: Review Questions

2. What should you do when you are going overtime on an unexpectedly long task?

A. Keep rushing to get it done

B. Ask someone else to finish the task

C. Take a break and reprocess the task at a later time

D. Give up on the task

Module Ten: Review Questions

3. What is a factor to consider when preparing your schedule?

A. It is better to underestimate your time

B. It is best to avoid a schedule altogether

C. Make each task exactly one hour

D. Include buffer space in your schedule

Module Ten: Review Questions

4. What can you do to ensure others are staying focused on their assignments?

A. Provide reminders

B. Be available to answer any questions

C. Give the individual a clear deadline

D. All of the above

Module Ten: Review Questions

5. What should a contingency plan include?

A. Who is responsible for general responsibilities if you are absent for an extended period of time

B. When you will return back to work

C. Contingency plans are not necessary

D. None of the above

Module Ten: Review Questions

6. What is a common barrier to success?

A. Teamwork

B. Lunch breaks

C. Buffer space

D. Fear of failure

Module Ten: Review Questions

7. Why may an individual fear failure?

A. Past failures

B. Lack of direction

C. Low self-confidence

D. All of the above

Module Ten: Review Questions

8. How can you overcome your fear and win back your time?

A. Ignore your fears

B. Visualize yourself achieving your objective

C. It is impossible to overcome fear

D. Delegate the task to someone else

Module Ten: Review Questions

9. A positive mindset is what determines your productivity.

A. True

B. False

Module Ten: Review Questions

10. What is an example of a positive affirmation?

A. "I sometimes submit my work on time"

B. "There's just no way I can complete this on time"

C. "I will try not to procrastinate on this task"

D. "I use my time effectively"



//

*Lack of direction, not lack of time, is the problem. We all have
twenty four hour days.*

Zig Ziglar

MODULE ELEVEN

The Benefits of Good Time Management

Practicing time management skills is the solution to help you stay on top of your game, and control your time.



Improved Quality of Work

Strong employee performances are critical to building a prosperous company.

Greater Confidence

It all starts with believing
in your goals and ability
to succeed.





Reduced Stress

Time management gives you direction when you have an abundance of work.

It puts you in control over your schedule of what you want to do, and when you want to do it.

Increased Career Prospects

Employers look for individuals who are dependable and submit high quality work *on time*.





Team Collaboration

When everyone is on board with applying effective time management habits, effective teamwork will follow.

Practical Illustration



- Improved Quality of Work
- Greater Confidence
- Reduced Stress
- Increased Career Prospects
- Team Collaboration

Module Eleven: Review Questions

1. Practicing time management skills is the solution to help you stay on top of your game, and control your time.

A. True

B. False

Module Eleven: Review Questions

2. Who has the potential to develop habits of good time management.

A. Managers

B. Accountants

C. Remote workers

D. Everyone

Module Eleven: Review Questions

3. When do our minds work best?

A. When we are focusing on multiple tasks at once

B. When we are not bouncing back and forth between tasks

C. Early in the morning

D. Late in the afternoon

Module Eleven: Review Questions

4. Time management eliminates _____ and _____ that hinder an employee's quality of work.

A. Control and concentration

B. Collaboration and conversation

C. Hard work and focus

D. Procrastination and distractions

Module Eleven: Review Questions

5. _____ is the key to success.

A. Multitasking

B. Working overtime

C. Skipping lunch to complete work

D. Confidence

Module Eleven: Review Questions

6. What is the connection between confidence and productivity?

A. Productivity will improve confidence

B. Confidence will improve productivity

C. Productivity will decrease confidence

D. Both A and B

Module Eleven: Review Questions

7. How does time management help to decrease stress?

A. It gives individuals control

B. It gives individuals direction

C. It ensures time to recharge

D. All of the above

Module Eleven: Review Questions

8. How does good time management influence teamwork?

A. Increases the chances of miscommunication

B. Effective teamwork will follow effective time management habits

C. There is likely to be more arguments

D. It will decrease collaboration

Module Eleven: Review Questions

9. Good time management skills are desirable for only certain companies.

A. True

B. False

Module Eleven: Review Questions

10. What will increase your potential for promotional opportunities?

A. The ability to multitask

B. Procrastination

C. Always saying yes when given requests

D. Submitting high quality work on time

Wrapping Up

Although this workshop is coming to a close, we hope that your journey to improve your Time Management skills is just beginning.



Words From the Wise

Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.

- Harvey MacKay

Take time to deliberate, but when the time for action arrives, stop thinking and go.

- Napoleon Bonaparte

Your time is limited, so don't waste it living someone else's life.

- Steve Jobs

You may delay, but time will not.

- Benjamin Franklin