

[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

Time Management

This 1-day training is creates value for professionals across roles and industries by learning how to master time management with proven best practices.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Time Management course will help participants develop skills to organize themselves within the federal workplace for peak efficiency. This training will address: organization, the value of goal setting and successful ways to achieve goals, creating action plans and implementing practical steps to get things done, and actionable strategies for delegation. At the completion of this course, participants will be able to:

- Organize their workspace for peak efficiency
- Understand the importance of, and the most useful techniques for, setting and achieving goals
- Plan and schedule priorities efficiently
- Determine what and how to delegate well
- Identify solutions to obstacles that can derail their workplace productivity
- Successfully manage their workload

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.



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301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

Course Objectives

- Recognize personal strengths and weaknesses in how they manage their time
- Better organize themselves and their workspaces for better efficiency
- Take control of their time and make improvements to their work habits
- Set goals and learn proper planning steps and methods
- Identify time bandits, assess priorities, and handle time related stress
- Learn and practice the proper steps of delegation

Course Outline

Module One: Course Overview

Module Two: What Is Time Management?

- Pre-Assignment Review
- Why Time Management Is Important
- Module Three: Setting Goals
- Goals and Targets
- Setting SMART Goals
- Your Own SMART Goals

Module Four: Planning Tips and Tricks

- Planning Tools
- Case Study
- Case Study Questions

Module Five: Setting Priorities

- Prioritizing Your Tasks
- Your To-Do List
- Managing Interruptions and Distractions
- Tips for Controlling Disruptions

Module Six: Making Decisions

- Eight Ingredients for Good Decision Making
- Weighing the Pros and Cons

Module Seven: Delegating

- Assigning Tasks
- Guidelines for Success
- Case Study: What Should Sheila Do?

Module Eight: Scheduling

- Organize Your Time
- Creating a Schedule

Module Nine: Putting an End to Procrastination

- Activity: Eating the Frog

Module Ten: Creating Order

- Decluttering
- Making Connections
- Organizing Your Work Area and Your Paperwork
- Guidelines for Keeping a Piece of Paper

Module Eleven: Organizing Your Files

- Sorting Based on File Type
- File Categories
- Electronic Files
- The Batching Technique

Module Twelve: Managing Your Workload

- Managing Email
- Case Study: Mary Marvelous
- Workload Analysis
- Personal Action Plan
- Course Summary

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Starting at **\$795**



Price Match Guarantee

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Included in this **Time Management**

- 1 day instructor-led training
- Time Management training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*