

Organized, On-time and Productive

“Organized, On-time, and Productive”

The hours in a day are finite yet the demands on your time seem limitless. How can you effectively get your work done when you’re pulled in so many different directions? Participants will assess their current use of time; identify barriers to their productivity, and review strategies and techniques to accomplish more with less stress. Closely following the training offered in the Supervisor Development Program this workshop will give you a leg-up on your performance, putting you back in charge of your day so you can focus on what’s important.

Topics include:

- Making the most of this class
- What’s holding you back?
- The one tool you need to make every day sane, and how to use it
- Prime time and Covey’s Time Matrix
- Five strategies to counteract the myths of time management
- The “Point of the Decision”
- Organizing GEARS
- 5 Steps to Organizing Anything
- Organizing shared space & information
- Six steps to managing flow of paper and data
- The real problem with email and how to conquer it
- Myth of Multitasking
- How to respond to interruptions
- Secrets to saying “No”
- Effective Meetings
- Value Mapping
- Three components of a “balanced” schedule
- The Change Checklist
- Action Plan

The day includes activities and time for discussion so that you can plan how best to apply these ideas. You’ll leave with tools you can put in place immediately.

Unless otherwise noted, all classes will be held at CAPS, 32 College Street, Montpelier	
Location:	CAPS
Time:	9:00 – 4:00
Cost:	\$110.00
Course Code:	045162
Session Code:	Date specific: See Electives calendar for session code
Instructor:	Porter Knight
Registration Deadline:	5 business days in advance of the course