

TIME MANAGEMENT



INSTRUCTOR GUIDE 1-DAY COURSE

HRDQ[®]

TIME MANAGEMENT

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2002 Renaissance Boulevard #100

King of Prussia, PA 19406

Phone: (800) 633-4533

Fax: (800) 633-3683

Web: www.HRDQ.com

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Instructional design and learning philosophy

We are committed to providing the best core-skills content possible for Instructor-Led Training (ILT). The following principles are applied in the development of programs:

Sound Instructional Design

All course content is developed using a variety of research techniques. These include:

- Brainstorming sessions with target audience
- Library research
- Online research
- Customer research (focus groups, surveys, etc.)
- Subject Matter Experts (SME)
- Interviews with trainers

Expert instructional designers create imaginative and innovative solutions for your training needs through the development of powerful instructional elements. These include:

- Learning objectives — effective tools for managing, monitoring and evaluating training
- Meaningfulness — connects the topic to the students' past, present, and future
- Appropriate organization of essential ideas — helps students focus on what they need to know in order to learn
- Modeling techniques — demonstrate to students how to act and solve problems
- Active application — the cornerstone to learning — helps students immediately apply what they have learned to a real-life situation
- Consistency — creates consistent instructions and design to help students learn and retain new information
- Accelerated learning techniques — create interactive, hands-on involvement to accommodate different learning styles

Application of Adult Learning Styles

Adults learn best by incorporating their personal experiences with training and by applying what they learn to real-life situations. Our experienced instructional designers incorporate a variety of accelerated learning techniques, role-plays, simulations, discussions, and lectures within each course. This ensures that the learning will appeal to all learning styles and will be retained.

Trainer information

Materials needed

Flip chart

Markers

Sticky notes

Pitcher of water

Styrofoam cup

Sharp pencil

Bowl

Copy of desk blueprint for each participant

Copy of "Saying 'no' to the boss" scenarios for each participant



Copy of "Understanding procrastination" worksheet for each participant

Personality style




The "time management" personality styles in this program are based on Tracom's Social Styles Instrument.

Course timing

Chapter One: A Personalized Approach to Time Management

Type of Activity	Segment	Time
	Personality and time management style	10
	Defining time management Traditional time management Nontraditional time management	20

Chapter Two: Your Time Management Style

	Working smarter	10
	Assessing time management style	30
	Identifying your personality style	45



Reading



Written
Exercise








Facilitate






Group
Activity

Course timing

Chapter Three: The Traditional Approach to Time Management

Type of Activity	Segment	Time
	Coordinating time management and personality styles	15
	Appreciating traditional time management	30
	Capitalizing on the various time management styles	30
	Customizing your time management approach	30
	Perceptions and misperceptions	10

Chapter Four: Eliminating Procrastination

	Understanding procrastination	20
	Overcoming procrastination	20
	Categorizing tasks	15



Reading



Written Exercise






Facilitate







Group Activity

Course timing

Chapter Five: Managing People/Managing Self

Type of Activity	Segment	Time
	Setting boundaries	20
	Managing interruptions	15
	Building a support network	10

Chapter Six: Managing Paper

	Clutter phobia	20
	Maintaining a clutter free environment Organizing your files Managing mail	15
	Saving time	15
	Assessing the task	10



Reading



Written
Exercise



Facilitate



Group
Activity

Course timing

Chapter Seven: Balancing Act



Reading








Written Exercise



Facilitate



Group Activity

Type of Activity	Segment	Time
	Balancing life	15
	Eliminating tainted time	15
	Waste time? Want time	20
	Establishing your limits	20
	Energy builders	20

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Course objectives

- Define various approaches to time management.
- Understand the relationship between time management style and personality preferences.
- Select your personal preferences for working efficiently.
- Assess your time management style.
- Outline traditional time management steps.
- Acknowledge when traditional time management works well.
- Identify when traditional time management does not work well.
- Recognize the causes of procrastination.
- Implement tips to overcome procrastination.
- Use a four-step strategy to make to-do lists manageable.
- Initiate one of three options to handle incoming paper.
- Analyze the reasons clutter accumulates.
- Clear out clutter and organize your workspace.
- Apply time-saving techniques.
- Determine when tasks can be automated.
- Utilize the priority matrix.
- Identify the priorities and boundaries of your job.
- Designate the priorities of a balanced life.
- Blend the strengths of the four time management styles to customize your own mix of efficiency and comfort.

Chapter One



A PERSONALIZED APPROACH TO TIME MANAGEMENT

Learning objectives

Successful completion of this chapter will increase your knowledge and ability to:

- Define various approaches to time management
- Understand the relationship between the time management style and personality preferences

A personalized approach to time management

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Learning objectives

- Define various approaches to time management.
- Understand the relationship between time management style and personality preference.

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Personality and time management style

A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personality.

Personality preferences have an impact on how individuals successfully manage their time. For instance, a person who works best with high levels of change, challenge, and flexibility will not do well to use highly structured time management techniques. While a person who works best with details, stability, and status quo will thrive with a structured approach to time management. Both approaches are equally effective and neither approach is better than the other.

Using personality assessments

An assessment can be used to identify personality preferences. Personality assessments have been used in the United States for more than forty years and most are self-assessment—meaning individuals select the answer they feel best describes them.

There are several personality assessments available. Tracom's Social Styles is a personality assessment tool that will be referred to in this training.



These differences are evident in the workplace. Some people appear to be scattered and disorganized yet always meet their deadlines, while others get so caught up in tending to immediate needs that the project work never gets done. These differences can be attributed to different personality preferences.

Be very clear that the type of personality assessment referenced here is examining a person's preference for things such as how information is gathered, how decisions are made, or where energy is directed—not assessing a person's state of mental health.

Tell the class they will take a brief personality assessment in the next chapter that examines their time management personality style.

Divide participants into groups of four. Have them create their own definitions of time management. Ask them to think of traditional definitions, as well as nontraditional. Have them include advantages and challenges to time management as they perceive it. Share the definitions with the whole group.

Defining time management

Managing the tasks that fill up time can increase productivity, decrease hours worked, and make life much more enjoyable. There are four approaches to time management that can be used successfully: one traditional time management technique and three nontraditional approaches. A person's personality preferences will define which of these four approaches is the best method for them.

The traditional approach works best for a style called Analytical, while the nontraditional approaches are best for the Amiables, Expressives, and Drivers.

Based on your personality preferences, this course will guide you to identify and refine the method that is your natural style for managing time. You will also build skills in the other methods of time management to round out your time management abilities.

Time management definition:

Traditional time management

Traditional time management is a structured approach to planning the completion of multiple tasks or projects. There are four clear steps to traditional time management: plan, prioritize, schedule, and execute. It involves identifying the tasks to be completed, outlining the necessary sequence of tasks, prioritizing, developing a schedule for task completion, and carrying out the plan.

Individuals with a personality that prefer structure and order excel at the traditional time management techniques. They are very orderly, enjoy routine and predictability, are precise, and do not like many (and certainly not drastic) changes. Because of this desire to have life remain very much the same, the traditional time management (Analytical) approach works well for them.

Discuss each nontraditional approach to time management and assure participants that they will be going into more depth in the next chapter.

Nontraditional time management

Nontraditional time management techniques are defined as alternate approaches to the “plan-prioritize-schedule-execute” tactics. They are based on different style preferences.

Nontraditional time management techniques are broken down into three styles of time management. The three nontraditional techniques are:

Amiables — manage time through interaction with people. Demonstrating concern, having personalized interactions, and ensuring harmony is a priority for Amiables.

Drivers — manage time by being flexible, resourceful, practical, and tending to immediate needs.

Expressives — manage time by handling complex projects or tasks effectively, plan strategically, seek creative solutions, and manage concepts and ideas.

Individuals who have a style that prefers one of the three traditional approaches to time management can effectively complete tasks on time. However, it is most likely they will not use the “plan-prioritize-schedule-execute” tactic.






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