

Module 10: Time Management Skills



Faith Institute

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\$ 14.95

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Workforce Readiness Skills

This audio visual CD and power point workforce readiness curriculum is used to prepare adults and youth to enter or to re-enter into the workforce.



Training Length – 10 Hours

Includes ten (10) workforce readiness skills audio visual CD's and power point training presentations for trainers and students.



Module 1

Critical Thinking and Problem Solving Skills

Module 2

Creativity and Innovation Skills

Module 3

Flexibility and Adaptability Skills



Module 4

Communication and
Collaboration Skills

Module 5

Social and Cross-Cultural Skills

Module 6

Initiative and Self-Direction Skills



Module 6

Initiative and Self-Direction Skills

Module 7

Productivity and Accountability Skills

Module 8

Leadership and Responsibility Skills



Module 9

Financial Literacy Skills

Module 10

Time Management Skills



Target Audience

Individuals who are transitioning into a new career field after 10 or more years in another career, as well as individuals who are new to the workforce.

Description: covers how to apply use time management skills to save time and to reduce stress.



Module 10

Time Management

Objectives

At the end of this lesson, you will be able to:

- * What Are Time Management Skills?
- * Why Use Time Management Skills?



- * Explain the benefits of time management skills
- * Describe the advantages of time management vs. Multi-tasking
- * Describe time management can reduce stress and improve relaxation at work.



Time Management

The two most powerful warriors are patience and time, Tolstoy

Have you ever wondered how it is that some people seem to have enough time to do everything that they want to!

Whereas others are always rushing from task to task, and never seem to finish anything?



Is it just that the former have less to do?

No, it's much more likely that they are using their time more effectively and practicing good time management skills.



Time management is not very difficult as a concept, but it's surprisingly hard to do in practice.

It requires the investment of a little time upfront to prioritize and organize yourself.



When you get this done, you will find that with minor adjustments, your days, your weeks and months will have enough time for everything you need to do.



You cannot manage time, but if you are not careful, time will manage you.

So "time management" is a mislabeled problem, which has little chance of being an effective approach.



What you really manage is your activity during time, and defining outcomes and physical action required is the core process required to manage what you do.



Why Use Time Management Skills?

It is important that you develop effective strategies for managing your time in order to balance the conflicting demands of time for work and for leisure.

Time management skills are a very important part of our life.



Sometimes, it may seem that there just isn't enough time to do everything that you want and need to do.

By not having time management skills, this can cause stress in your life.

Stress can also cause anxiety, illness and time off from work.



Once we have identified ways in which we can improve the management of our time, we can begin to adjust our routines and patterns of behavior to reduce time-related stress in our lives.



What Skills Are Required for Effective Time Management?

(1) Setting your priorities and goals;



- (2) Breaking your goals down into steps that lead to completion, and
- (3) Reviewing your progress towards completing what is necessary to reach your goals



(4) Prioritize and focus on urgent and important tasks rather than those that are not important or those that do not move you towards your goals;



(5) Organize your work schedule to allow time to perform and to complete tasks leading to your goals;

(6) Make a list of your steps and tasks requirements to remind you of what needs to be done to reach your goals;



- (7) Learn to persevere and keep at it when things are not working out;
- (8) Avoid procrastination and putting steps and tasks off until later.

Do them now!



If you want to get the best results possible from your life, time management skills are essential.

As you improve your time management skills, you will find that you will get more valuable work completed in less time.



It is not about increasing the quantity of work that you complete.

It is all about making sure that you complete the most important tasks that will help you to achieve your goals quicker and with less stress.



11 Time Management Skills That Work

1) Realize that time management is a myth.

This is the first thing you have to understand about time management.

No matter how organized we are, there are always only 24 hours in a day.



Time doesn't change.

All we can actually manage is
ourselves and what we do with
the time that we have.

Accept this. Appreciate it.
Internalize it.



2) Find out where you're wasting time.

Many of us are prey to time-wasters that steal time we could be using much more productively.

What are your time bandits?



Do you spend too much time
'net surfing, reading email,
Facebook posting, texting, or
making personal calls?



In a survey by salary.com, 89% of respondents admitted to wasting time every day at work.

Here are the culprits:



- 31 percent waste roughly 30 minutes daily
- 31 percent waste roughly one hour daily
- 16 percent waste roughly two hours daily



- 6 percent waste roughly three hours daily
- 2 percent waste roughly four hours daily
- 2 percent waste five or more hours daily



Are you a time waster?

Track your daily activities so you can form an accurate picture of how much time you spend on various activities.

This is an important step to effective time management.



3) Create time management goals.

Remember, the focus of time management is actually changing your behaviors, not changing time.



A good place to start is by eliminating your personal time-wasters.

For one week, for example, set a goal that you're not going to take personal phone calls or respond to non-work related text messages while you're working.



4) Implement a time management plan.

Think of this as an extension of the third time management tip.

The objective is to change your behaviors over time to achieve whatever general goal you've set for yourself.



One goal may be to increase your productivity or decrease your stress.

So you need to not only set your specific goals, but track them over time to see whether or not you're accomplishing them.



5) Use time management tools.

Whether it's a Day-Timer, a software program or a phone app, the first step to physically managing your time is to know where it's going now and planning how you're going to spend your time in the future.



A software program such as Outlook, for instance, lets you schedule events easily and can be set to remind you of events in advance, making your time management easier.



6) Prioritize ruthlessly.

You should start each day with a session prioritizing the tasks for that day and setting your performance benchmark.

If you have 20 tasks for a given day, how many of them do you truly need to accomplish?



7) Learn to delegate and/or outsource.

Delegation is one of the hardest things to learn how to do for many business owners.

No matter how small your business is, there is no need for you to be a one-person show — you need to let other people carry some of the load.



8) Establish routines and stick to them as much as possible.

While crises will arise, you'll be much more productive if you can follow routines most of the time.



For most people, creating and following a routine lets them get right down to the tasks of the day rather than wasting away time getting started



9) Get in the habit of setting time limits for tasks.

For instance, reading and answering email can consume your whole day if you let it.



Instead, set a limit of one hour a day for this task and stick to it.

The easiest way to do this is to assign a solid block of time to this task rather than answering email on demand.



10) Be sure your systems are organized.

Are you wasting a lot of time looking for files on your computer?

Take the time to organize a file management system.



Is your filing system slowing you down?

Re do it, so it's organized to the point that you can quickly lay your hands on what you need.



11) Don't waste time waiting.

From client meetings to dentist appointments, it's impossible to avoid waiting for someone or something.

You don't need to just sit there and twiddle your thumbs.

Technology makes it easy to work wherever you are.



Your tablet or Smartphone will help you stay connected.

You can be reading a report, checking a spreadsheet, or planning your next marketing campaign.



Your Time Belongs to You

And here's the most important time management tip of all.

You can be in control and accomplish what you want to accomplish.



You have to come to grips with the time management myth and taken control of your time.



10 More Time-Saving Skills

- 1) **Have a regular place for things and put them back when you're done with them.**

If you always set your keys on the table in the hall when you come in, you'll always be able to find them easily when you go out.



And you will never waste time looking for them.

And what works with your keys will work with just about everything else that you use regularly, too.



2) Don't multitask.

It's one of the biggest time wasters there is for most people.

Why? Because multitasking can reduce productivity by approximately 40-percent according to some researchers.



Switching from one task to another makes it difficult to tune out distractions and can cause mental blocks that can slow down your progress.



3) Use a calendar and write down everything you need to do and when you need to do it – on the same calendar.

It doesn't matter whether your chosen calendar is electronic or paper.



What matters is that you create and maintain one "appointment central", a one-stop shop of everything you must and want to do.

This serves two purposes;

1. It ensures you don't miss anything important
2. It serves as a to-do list.



4) Relearn how to focus.

Many of us waste a lot of time just because we're so easily distracted.

Instead of focusing on one task and finishing it, we allow ourselves to be pulled off task numerous times.

The result? The original task takes much longer than it could have and should have.



5) Stop procrastinating.

Procrastination in itself isn't bad.

What's bad is what happens to whatever you're procrastinating about when you do it.



Problems grow and misunderstandings will multiply.

Trash will pile up.

Dealing with things when they're smaller not only saves time but makes it much easier on yourself too.



6) Plan your trips and consolidate your chores.

Imagine you have seven items on your grocery list.

Instead of making one visit to a grocery store and buying all of them, you make seven separate trips, buying one item each time.



That's the equivalent of what many of us do with our shopping and chores.

Instead, to save time, think ahead.



Some things can be picked up or done on the way to or from work.

Or a trip to one place can be expanded to include other stops that are close to one another.



7) Learn to love routine.

Routine is the number one time saver that we have.

People go to the same coffee shop every morning – with such regularity that whichever barista is working always has his latté ready for him.



Now that's a time-saver!

Routine doesn't always speed up customer service, but it certainly makes it easier to find things and get things done.

And it frees the brain for other things, another good thing.



8) Plan your meals ahead of time.

Menu planning in advance speeds the meal preparation process and simplifies grocery shopping.

It makes things a lot less stressful, too.



if you're not holding a family conference about what you should have that night or you have to rush out right before dinner to get some missing ingredient.



9) Learn what your personal time-wasters are and eliminate them.

You can easily spend forty-five minutes figuring out what to wear in the morning – because it's a ploy to stay longer in a warm bed.



Guess what?

It takes less than five minutes to decide what to wear when you do it the night before – and that includes laying out the clothes.



Once you know what your favorite personal time wasters are, it is usually easy to come up with a strategy to stop doing them.



10) Stop Worrying.

Some of us would easily increase our life spans by twenty years if we could take back the amount of time we spent worrying.

We often worry bout things that might happen or about things that we've done.



Worrying seems to be embedded in some people's personalities.

Even if you're one of those people who seems to be a natural worrier, it's still worth working on cutting back on our habit of worrying.

Besides saving time, it's a whole lot better for your health.



Lesson Summary

Are you using your time more effectively and practicing good time management skills.



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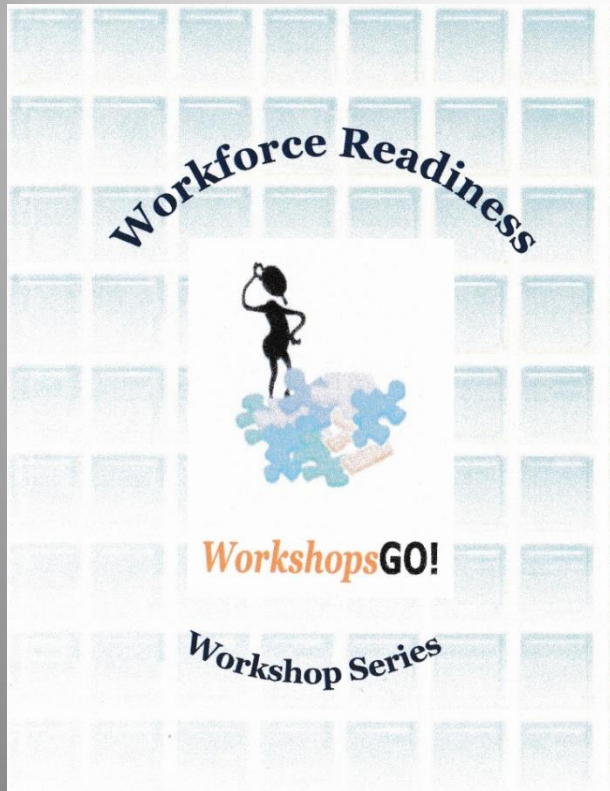


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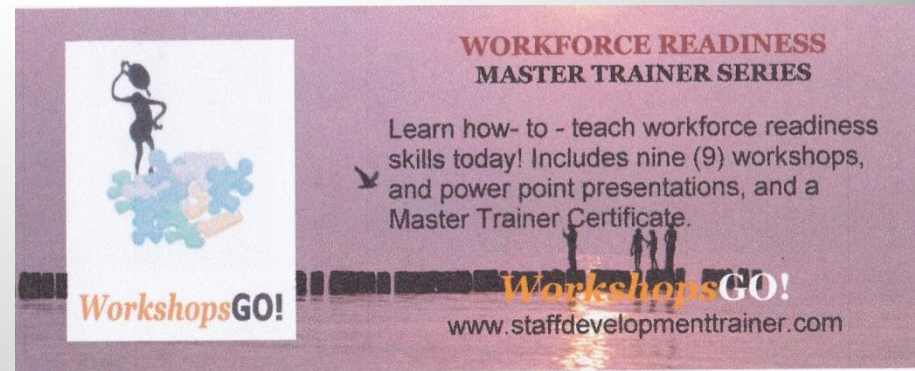
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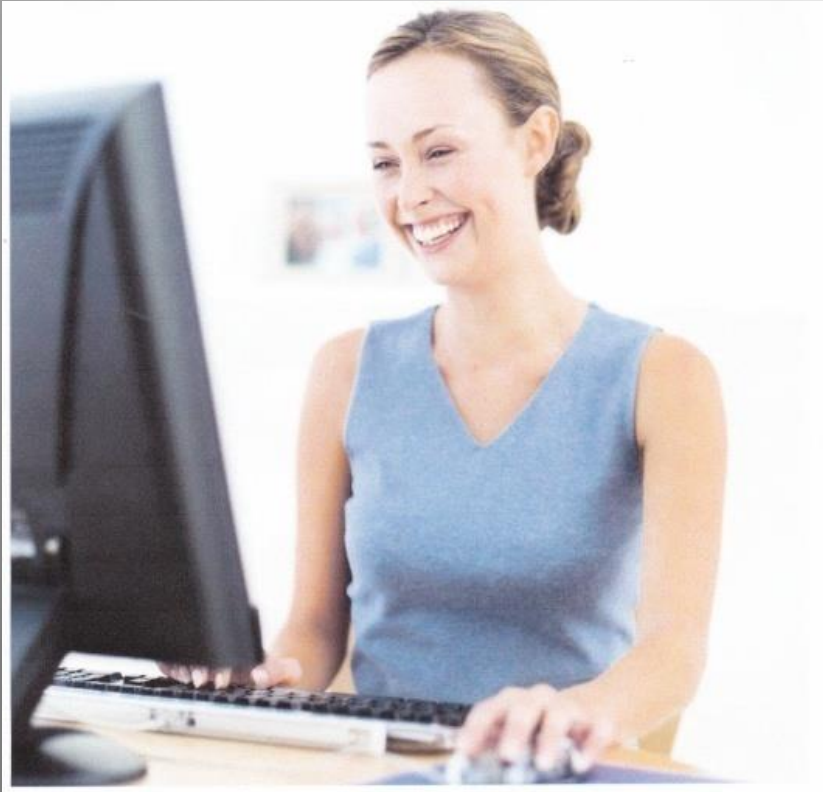
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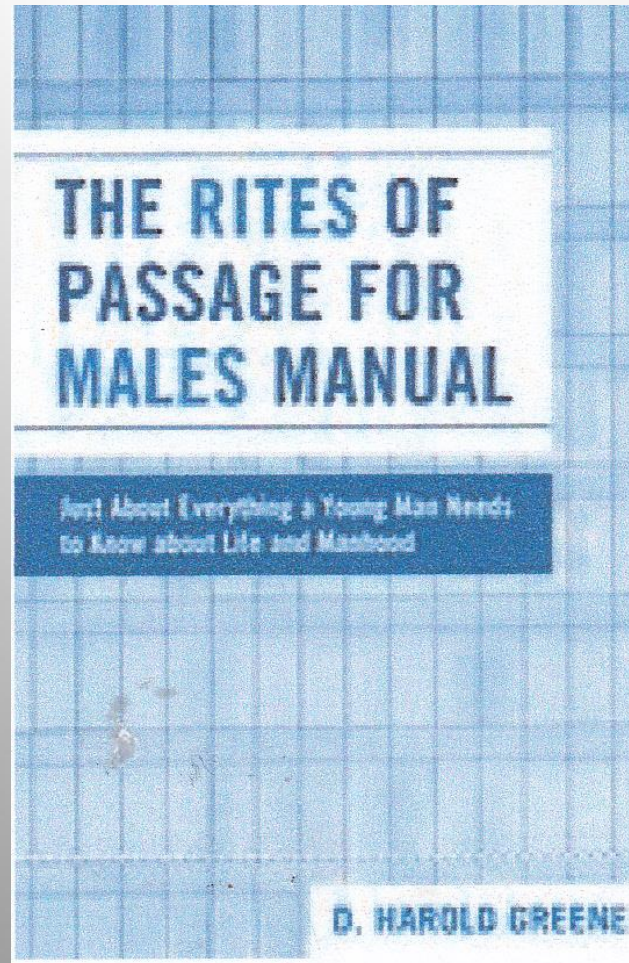
The Rites of Passage for Males Manual

University Press of America / Rowan Littlefield ,
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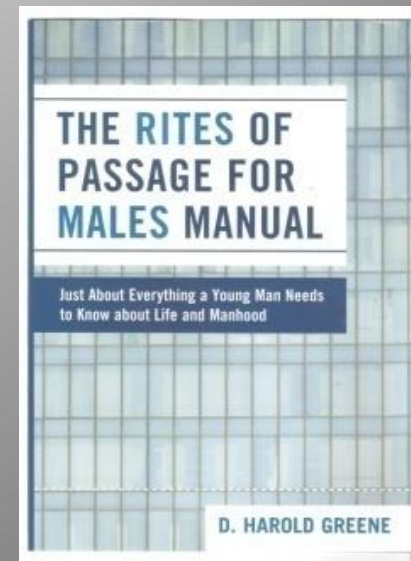
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by D.Harold Greene, CCMT

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