



TD CONSULTING GROUP's *Dynamic Time Management®* program provides participants with an overall framework to increase personal productivity in their daily work lives. Participants learn self-management techniques for setting goals and priorities, planning, scheduling, communicating, and overcoming personal obstacles like procrastination. Each module provides tips for working smarter, not harder.

Learning Objectives: By the end of this session, learners will be able to:

- Assess their habitual time management behaviors and challenges.
- Use a simple workflow model to process all incoming work quickly and productively.
- Set SMART goals and establish priorities based on urgency and importance.
- Demonstrate skills in planning and scheduling using a daily time log.
- Use techniques to manage e-mail, voice-mail, and meetings.
- Overcome procrastination and time wasters.

ASSESSING TIME MANAGEMENT HABITS

What prevents effective management of time? Participants discuss universal and individual time management challenges bombarding today's workforce – from e-mail overload, to meetings run amok, to priority juggling – and the habits needed to increase productivity and reduce stress.

MANAGING MIND CLUTTER

Lots of “stuff” enters our “inbox,” or, brain, from all directions. The trick is to get it out of the mind, sort it, file it, or dump it, using a workable and reliable system. And then to work that system to accomplish tasks and activities in doable clumps. Participants learn what questions to ask and how to divvy up the content of their “inboxes” using a schematic (based on time management expert David Allen's workflow process).

SETTING GOALS AND ESTABLISHING PRIORITIES

Statistics show that 90 percent of goals that are written down are achieved. Participants develop manageable and realistic goals using the SMART formula. Once goals are established, each person analyzes and sets priorities to activities and tasks using Stephen Covey's priority matrix of *importance* versus *urgency*. Setting goals and priorities allows individuals to achieve a tangible record of accomplishments and to not waste time on non-essentials.

ANALYZING TIME, PLANNING, AND SCHEDULING

For pre-work, participants complete daily time logs to gain a realistic assessment of “where the time goes” during a typical day. Armed with this information, they develop and schedule upcoming weekly plans around their most important priorities. Tips and techniques are reviewed for effective scheduling, especially as they relate to dealing with interruptions, multi-tasking, and unplanned crises. The need to be flexible and to say “no” are also discussed.

TACKLING E-MAIL, VOICE-MAIL, AND MEETINGS

E-mail deluge, constant meetings, and a backlog of phone and voice mail obligations converge to fill up even the most organized person's calendar. Participants discuss the best mode of communication (e-mail, meeting, voice mail, and one-on-one discussion) in dealing with clients and co-workers, usage issues for each mode, and how each mode can hinder or help efficiency.

CONQUERING PROCRASTINATION AND TIME WASTERS

Procrastination is costly, in both human relationships and in dollars and cents. It really boils down to doing low priority actions or tasks instead of high priority ones. Participants explore why people put off overwhelming, complex, and unpleasant tasks, and what needs to be done to reduce or eliminate their own tendencies toward procrastination.

Optional pre-work: Participants can assess their individual time management behaviors by completing the *Time Mastery Profile®* on-line.