Course Content

Course Description:

There always seems to be more work than time in the day. Have you or your team struggled with how to manage interruptions? Does someone keep losing track of precious action items to an endless mess of half-finished work? Or perhaps, you are incredibly organized, but need some guidance on how to use and choose the ideal communication medium for each person and message. Discover and apply a variety of strategies to communicate more effectively, keep focused, stay organized and claim those precious hours back!

Prerequisites:

None

Topics:

Information management
- Managing information
- The INFO process

Managing incoming information
- Managing written information
- Managing oral information
- Managing electronic information

Managing outgoing information
- Fundamentals
- Modes of sending information

Time management
- Time management
- Time management problems

Organizing time
- Getting organized
- Planning and prioritizing
- Procrastination

Coordinating time with others
- Interpersonal communication
- Office interruptions
- Effective delegation

Team time management
- Managing team time
- Team communication and planning
- Effective use of team time