

## **TIME STRATEGIES TEXT OUTLINE**

### **TIME MANAGEMENT – WHY DO WE NEED IT?**

- Introduction
- Evaluating Current Behavior and Habits
- Our Perception of Time
- Attitudes
- Developing Time-Conscious Attitudes

### **INVESTING TIME THROUGH PURPOSE, VALUES, AND VISION**

- The Importance of Meaning
- Purpose
- Values
- Vision
- Investing Your Time

### **TIME MANAGEMENT FUNDAMENTALS I**

- Getting Organized – The Three “D’s”
- Do the Right Thing Right
- When is Your Most Effective Time?
- Planning and Priorities
- An “Ongoing To Do” List
- When to Plan
- Planning for Interruptions

### **GOAL SETTING FOR SUCCESS**

- Without Goals There is No Need for Time Management
- Staying SMART
- Completing a Goal Planning Sheet
- Possibility vs. Necessity Thinking in Goal Setting
- Overcoming Procrastination
- Balance

### **TIME MANAGEMENT FUNDAMENTALS II**

- Telephone – Friend or Foe?
- Additional Time Wasters
- Making the Most of Meetings
- Time Management at Home
- Stress Management
- Learning to Say No
- A Matter of Choice

## **TIME STRATEGIES ACTION PLAN OUTLINE**

### **DREAM INVENTORY**

- Introduction to Dream Inventory
- Dream Inventory
- Checkpoint

### **SELF-EVALUATION**

- Self-Evaluation
- Mental Development
- Social Development
- Physical Development
- Financial/Career Development
- Family Life Development
- Ethics and Beliefs Development

### **GOAL PLANNING**

- Setting Goals and Establishing Priorities
- Goal Planning Sheets Instructions
- Goal Planning Example
- Goal Planning Sheets
- Final Checkpoint

### **TIME MANAGEMENT**

- Time Analysis Instructions
- Time Use Matrix
- Time Summary Form
- Evaluation Questionnaire – Time Management
- Goal Categories – Time Management
- Setting Goals and Establishing Priorities – Time Management

### **GOALS ACCOMPLISHED**

- Instructions
- Goals Accomplished Summary Sheets