

# TIME MANAGEMENT: Effective Strategies to Manage Your Time & Space

There is an old adage about a woodcutter diligently toiling away at his task, yet doing so with a dull blade. When his wife pointed this out, he replied, "With all this work to do, who has time to sharpen their saw?"

Taking time to evaluate and fine-tune their time management systems is often a low priority for many supervisors. Yet the costs of an ineffective system are significant.

If we do not have a trusted system for capturing information and managing all projects, people become overwhelmed, stressed, and inefficient.

*This constant, unproductive preoccupation with all the things we have to do is the single largest consumer of time and energy.*  
—Terry Gleeson

A Proudfoot Consulting research study in 2007 indicated that the American worker wastes nearly 3 out of every 10 hours worked.

## Objective

The purpose of this workshop is to stimulate participants to assess their current systems and apply strategies that will reduce their stress while increasing productivity and efficiency-to sharpen their saws.

## Topics

- Costs associated with an untrustworthy collection system
- Prioritizing
- Managing interruptions
- Causes of procrastination
- Organizing workspaces
- Reminder Systems
- Delegation

**Duration:** 2–4 hours



*Lost time is never found again.*

—Benjamin Franklin



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