Time Management for Managers & Supervisors

Practical time-management solutions — exclusively for managers, supervisors and team leaders

This seminar is unlike any other time-management course on the market — because we have designed the content to reflect the special concerns and unique responsibilities all managers share.

You'll learn to delegate more effectively, set realistic goals and expectations, put systems in place to monitor and track progress and eliminate unproductive "wheel-spinning" from your department at every level.

Customize a time-management system that works for your organization

This breakthrough seminar goes far beyond simple task management, to-do lists or prioritizing. It addresses the unique accountabilities of today's time-deprived managers. We will introduce valuable strategies and innovative ideas for simplifying work processes, tracking and monitoring progress and ensuring that the desired outcomes are achieved — *on time.*

Who should attend?

This program was created for managers, supervisors and team leaders who need help finding time to accomplish daily goals and balancing projects, commitments and meetings while also effectively supervising their teams.

Five powerful benefits you'll gain when you invest in this course:

- Learn to streamline and simplify for success
- Customize a time-management system that meets your team's needs
- Use time more efficiently and effectively
- Increase the productivity of your department or team
- Carve out more personal time for yourself

How we present this material …

To minimize work disruption, we will present this exciting one-day program at your business site. Your program leader will tailor the content of this training program to address your organization's specific needs. We will demonstrate how to identify and focus on top priorities — and let go of tendencies toward micromanagement, which almost always destroys team morale.

We have collected a wealth of real-world practical tools and techniques from a variety of successful organizations that will help your company increase productivity. Managers will learn how to keep their teams working towards successful results in one action-packed day of training.

Program Agenda

Managing Time, Setting Priorities

- How to identify and prioritize the most important accountabilities, responsibilities and deliverables
- Ways to detect time-wasters that are affecting the productivity of an individual or the entire team
- Guidelines for determining top priorities and requirements for success
- How to decide which processes can be simplified to create a more direct path to attainment of work goals
- Clues that it's times to reprioritize or discontinue tasks that slow productivity
- Techniques for streamlining critical functions that are built into your company's schedule — such as financial, budget, HR and payroll — so that they are consistently on time and on target

Forming Solid Time-Management Habits

- Why the goal to squeeze the most out of every day must start with an honest analysis of the way time and energy is usually spent
- How to implement a time and productivity plan, form new habits and budget time wisely each day
- Tactics for getting team members to respect managers' work approach, habits and patterns
- How to use technology to enhance productivity
- Ways to eliminate "Achilles' heel" supervisory bad habits that hamper results and threaten career success
- A realistic plan for dealing with the procrastination, self-doubt and stress that can crush productivity and focus

Achieving Key Goals and Ensuring Results

- How to spot opportunities to reroute key work assignments and delegate effectively
- An easy way to track individual and team priorities, projects and assignments
- Ideas that bring fun to the workplace and keep team members focused on objectives
- Strategies for determining how much control, follow-up, tracking and feedback is needed for each team member and assignment
- How to build a communication and meeting schedule that best fits the needs — and agendas — of team members
- Signs that "micromanagement" is killing morale or jeopardizing the quality of the end product
- How to encourage positive information flow between supervisors and team members — and reduce follow-up time

Handling Projects, Special Assignments, New Initiatives

- Three actions to take when projects are behind schedule, over budget or out of focus
- Seven steps managers must complete when presented with new assignments, responsibilities or initiatives
- Tactics to get the resources needed — even when budgets are tight
- Five things successful project managers do every day to keep projects on track, on time and on budget
- The best way to reallocate time, projects and assignments when new initiatives arise

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