TIME MANAGEMENT FOR ADMINISTRATIVE / PERSONAL ASSISTANTS AND SECRETARIES

PURPOSE:

When we talk about resources in an organization we usually refer to the physical, financial and human resources and leave out the one resource that we never seem to have enough of - **TIME**. It is also the only non-renewable resource. You can build buildings, borrow money and hire people but **TIME** cannot be built, borrowed or hired.

If your hectic work schedule has you thinking that you've lost control of time, make sure to take advantage of this eye-opening programme. In just one day, you'll discover how to squeeze more out of every working hour, how to rid yourself of costly distractions and timewasters, and how to make sure that your time is really your own. You'll learn why your regular "TO DO" list doesn't work and you'll get one that will. You'll even get a "NOT TO DO" list that will save you more time.

Not only will you be able to save time for yourself but you'll also be able to save time for your boss and others you support.

PROGRAM OUTLINE:

Introduction
• Objectives

• Effectiveness of hours worked, i.e., activity versus productivity

• Efficiency vs Effectiveness

Nature and Value of Time
• Ideas about time
• Common expressions about time and their value
• Cost of time
• Administrative assistants' functions and time

Time Logs
• Analyzing your present time use
• Comparing your actual time use to your intended time use
• The use of time logs in managing time effectively
• Diagnosis: What areas can be improved

Identification of Timewasters
• Internal vs. External
• Identifying your own timewasters
• Developing a personal and team profile
• Using profiles for analysis

Priority Management
• Advantages of "To Do" List
• "To Do" List
• "Not To Do" List
• Urgent vs Important
• Vital Few vs Trivial Many

The Impact of Electronics
• Voice Mail
• E-mail

• Intranet Systems

Solutions to Timewasters
• Suggested solutions
• Overcoming problems
• Obtaining cooperation

KEY TOPICS INCLUDE:

- **Nature and value of time**
- **Priority management**
- **Analysis of how you are using your time**
- **Solutions to timewasters**
- **The know-how to organize yourself**
- **Dealing with interruptions**
- **Dealing with procrastination**

PRE-POST-SEMINAR ASSIGNMENTS:

All participants will be expected to complete a time log for a minimum of three days before attending the seminar. They will have an opportunity to analyze their logs at the seminar. Time logs help participants to identify their personal timewasters. In-company programs require the completion of a progress report between thirty and forty days after the seminar and a new time log two months after that.

METHODS OF INSTRUCTION:

At the beginning of the workshop, the principles of time management will be introduced and explained, but the focus throughout will always be on experiential learning and how you can apply these concepts to your own work setting. Individual exercises, small - group tasks, case studies and brain-storming sessions will allow you to participate and learn in a stimulating environment. Videos and DVDs will reinforce the material.

DESIGNED FOR:

Administrative/personal assistants and secretaries who wish to make more effective use of their time.

SEMINAR LEADER:

Paul Loftus, B.Comm., B.A., M.Sc., F.I.C.B.
Industrial/Organisational Psychologist
Co-author "Time Well Spent: Getting things done through effective time management", published by Kogan Page in July 2009.

Paul Loftus has been conducting seminars for administrative/ personal assistants and secretaries for many years. He has conducted these seminars across Canada, in the United States, Bermuda, England, France, Belgium, Qatar, United Arab Emirates, Malaysia, Singapore and Indonesia.