

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



A WOMAN-OWNED
SMALL BUSINESS

TIME MANAGEMENT
SKILLS

Time management is a skill that is vital in the workplace (and life), but it's a hard one to master. We often start the day with great intentions on being productive and marking lots of things off the to-do list. But then things happen. An unexpected issue on a project. A child who needs to go to the doctor. A meeting that didn't get written down on your calendar.

Let's look at a few skills to help you take control of your time.

Start Early

It just makes sense that the more time you give yourself in the day, the more you will get done. Most people have more energy and think more clearly at the beginning of the day. As the day goes along, your energy level and productivity will usually decrease.

Set priorities and goals when planning your day

Have a running to-do list of everything that needs to be accomplished. Prioritize that list in what needs to be done today, what can be done if there's time, and what can be done another day. Having a game plan at the start of the day will keep you focused on the most important tasks.

Create a Schedule and Set Up Deadlines

Knowing how long a project takes will help you keep the schedule. If you anticipate a task will only take a few hours but actually takes the entire day to complete, your schedule will be thrown off. Deadlines will help you keep your schedule.

Pencil in time for distractions and interruptions

When creating your schedule, be sure to include time for distractions and interruptions. If you know an activity should take an hour, perhaps schedule two hours to get it done in case there is an unexpected interruption. If nothing comes up, great! You have an extra hour to make it farther down your to-do list.

Focus on one task at a time

I always thought being able to multitask was a great skill to have. However, studies have shown that multitasking may make you less productive than focusing on one task at a time. Dividing our brainpower and focus doesn't always help.

Learn to delegate

You don't have to do everything yourself. Let others help so you're not stressed. Trust that your co-workers can successfully complete tasks.

Say no more often and master the art of short meetings

While many of us hate to do it, it is okay to say no! If you know that your schedule is completely booked, don't take on one more thing.

Knowing how to plan your day and stick to a schedule will make you more productive and make you feel like there is more time in your day.

Join Dr. Mathis on Friday, December 10 for our free *Leading & Managing Virtual Teams* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to

www.themathisgroup.com/webinars.

UPCOMING FREE WEBINAR

LEADING & MANAGING VIRTUAL TEAMS

FRIDAY,
DECEMBER 10

10:00 - 11:00 AM CST

1 PDU

TO REGISTER, GO TO

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SATISFIED CLIENTS
OF THIS COURSE

FEDERAL AVIATION
ADMINISTRATION

AMEREN

PROJECT SCHEDULE MANAGEMENT - 1 OR 2 DAY

*PDU*s - 6.5

PMI's Talent Triangle Breakdown

Technical - 6.50



face-to-face



virtual
instructor-led

Course Description: This one-day course will consider ways to plan and schedule time, as well as individual issues that affect productivity. Students will learn how to wisely confront procrastination and explore ways to better manage time issues and constraints. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Create a Work Breakdown Structure

Define activity attributes

Review sequence activities

Examine four types of activity relationships

Describe precedence diagramming method

Objective 2: Estimate Activity Resources

Compare resources and determine size and complexity

Describe resource calendars

Organize activities and estimate durations

Develop and compare fixed driven to effort driven activities

Evaluate the four types of estimating

Objective 3: Complete a Critical Path Analysis

Explain the importance of a critical path

Identify a forward and backward path for each project

Create leads and lags

Define critical change method

Objective 4: Define the processes of Project Schedule Management

Examine the process of Plan Schedule Management

Examine the process of Define Activities

Examine the process of Sequence Activities

Examine the process of Estimate Activity Durations

Examine the process of Develop Schedule

Examine the process of Control Schedule



A WOMAN-OWNED SMALL BUSINESS (WOSB)



Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING

OVER 60 PROJECT MANAGEMENT COURSES REGISTERED WITH PMI

PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

Since 1993, The Mathis Group has been helping organizations change worker productivity and behavior.

PROJECT MANAGEMENT
MARKETING
MOTIVATION
ORGANIZATIONAL BEHAVIOR
LEADERSHIP
CUSTOMER SERVICE

COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
- Project Management
- Organizational Behavior and Development
- Management
- Marketing
- Strategic Planning
- Executive Coaching
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- Team Building
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- Customer Service
- Creating Customer Value
- Supervisory Leadership
- Coaching and Counseling

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