

# STS Notes

## Types of Planning

1. Strategic Plans - outline of steps designed with the goals of the entire organization it is classified as mission, objectives or strategies
2. Tactical Plans - concerns with what the lower level units within each division must do, how they do and who is in charge.
3. Operational Plans - specific results expected from departments, work groups and individuals. These goals are precise and measurable. They are single-use plans, standing plans, contingency plans

Simply, Operational Plans lead to the achievement of tactical plans, which in turn leads to the attainment of strategic plans.

## Blogs

Bloggging - act of writing blogs

Blogger - person who writes

Blogosphere - online community of blogs and bloggers

Types of blogs - Personal, Professional, Publication, Corporate

## Presentation

Good presentation has these elements - Content, structure, Packaging, human element

Aim for 45 mins as a maximum single-session presentation

## Time management

Spent time matrix is an important tool will help you make better use of your time.

Time management model has 4 types they are: Perfectionists, Slobs, Doers, Time Managers

There are 3 types of goals they are:

- Improvement Goals - Things that we want to change or make better
- Achievement Goals - Things that we want to accomplish
- Financial Goals - Things that we want to acquire

Timeboxing allocates a fixed time period called a time box to each planned activity

The Pomodoro Technique is a form of time boxing that involves working for timed segments, usually of 25 minutes, followed by a short break