



Time Management & Technology

Program Objectives (1 of 2)

- ✧ Understand the rules of time management.
- ✧ Gain tips and personal habits that maximize your productivity.
- ✧ Learn to set goals and follow through.
- ✧ Create and maintain a successful to-do list and schedule.

Program Objectives (2 of 2)

- ✧ Learn about technology that assists in time management.
- ✧ Learn about simple internet and computer shortcuts that will save you time.
- ✧ Find out how saving time at work gives you more free time at home.

Definition (1 of 2)

- ✧ Please write a one sentence definition for time management with technology.

Definition (2 of 2)

- ✧ Getting the most out of your life by maximizing today's electronic systems & resources.

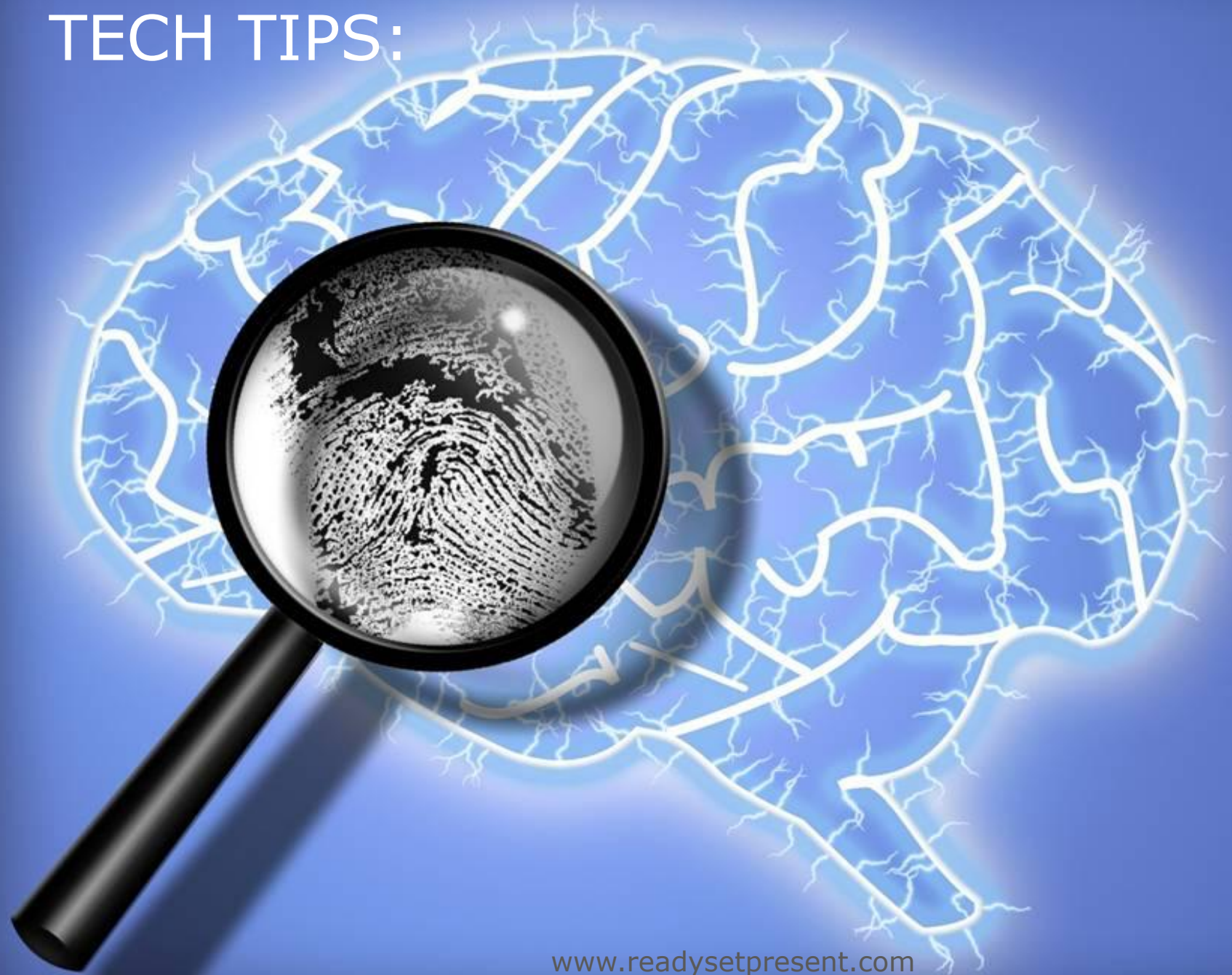
Setting Goals



Setting Goals

- ✧ What do you want to use time for?
- ✧ What ends do you want to attain with the time you have?
- ✧ Choose your goals thoughtfully & precisely.

TECH TIPS:



Goal-Setting Software

- ✧ Goal-setting software can offer specific options to fit your individual goal-setting needs, can offer the motivation & structure you need.
- ✧ Calendars.
- ✧ Daily reminders.
- ✧ Inspirational Quotes or affirmations.

Goal-Setting Software

- ✧ Tips for breaking down goals into achievable components.
- ✧ Goal coaches.
- ✧ Periodic progress reports.
- ✧ Businesses can align the goals of employees, managers, & their origination as a whole.

Websites

- ✧ Websites can be your guide.
- ✧ Register with the site of your choice.
- ✧ Follow their template for scheduling & planning your goals.
- ✧ Many sites will monitor your progress & guide you towards gradual step-by-step achievement.

Technology

- ✧ Place goal reminders on your Personal Data Assistant (PDA), cell phone, or computer.
- ✧ These can act as the little voice inside your head, & you will be more likely to translate your goals into actions.
- ✧ Keep your goals in the forefront of your thoughts!

Take a Class

- ✧ Enroll in a free online course that will teach & test you on time management & other skills related to goal-setting.
- ✧ Self evaluate, discover areas in which your goal-setting strategies are sub-par, & improve.

Download “**Time Management & Technology**” PowerPoint Presentation *with Notes* at **ReadySetPresent.com**

This is our largest and only presentation with added instructor notes, each section includes high resolution photos offering you a very comprehensive 197 slides.

Slides include: goal setting; optimize planning by using your PDA, doing research, content management software; **Work Time** includes new and well-kept technological innovations, and how technology can save on paperwork and clutter by using time management software, RSS readers, hot keys, search engines and efficient use of computer. **In-between time** section is dedicated to just keeping up with automatization and some other in-between time saving tips, while managing paperwork addresses using UBS's, e-signatures, digital docs, file names and folders, and utilizing your computer's desktop. **Telephone management** covers storage of numbers, caller id, speed dial, T-9, text messaging, alarms and back-ups. **Commutation** ensures your business doesn't falter on these ultra important time management issues. Slides on **Procrastination** will show you ways to beat this basic human tendency and addresses instant messaging, e-mailing, browsing, crisis management and crisis prevention by striking pre-emptively, various reminders on self discipline and lastly, we finish our presentation with some tips and techniques to assist you at home.