

# **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 (1 of 2)

- What do you actually want to use your time for?
- If you want to be happy and satisfied with your use of time, learn first to choose your goals thoughtfully and precisely.
- Exactly what ends do you want to attain with the time you have

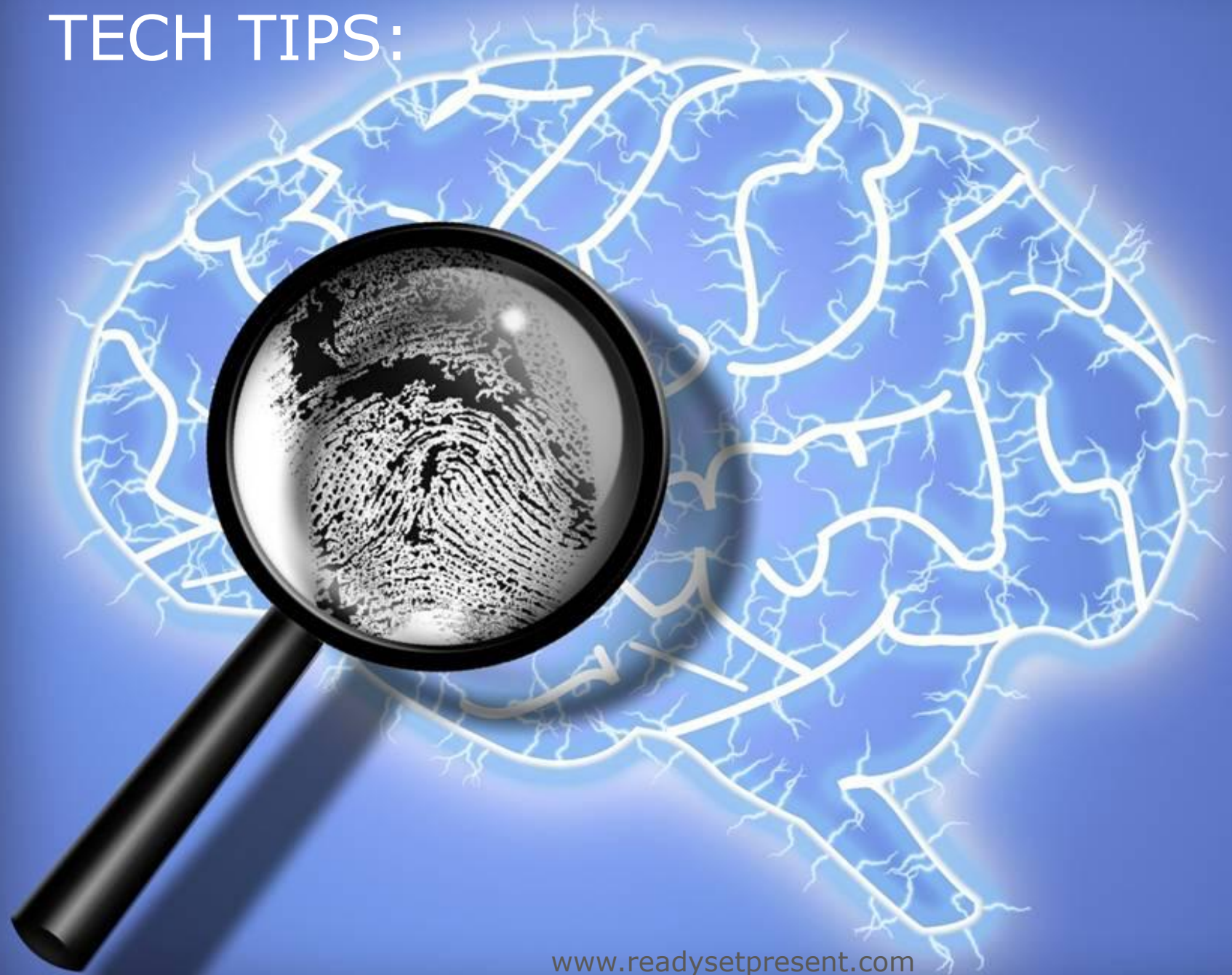
A close-up, artistic photograph of a clock face. The image shows Roman numerals (III, IV, V, VI, VII, VIII, IX, X, XI, XII) and Arabic numerals (5, 10, 25). The clock hands are visible, and the background is a soft, out-of-focus light blue.

# Setting Goals (2 of 2)

- The process of establishing meaningful, realistic, and achievable goals is the first step toward purposeful and rewarding time management.



# TECH TIPS:





# Goal - Setting Software (1 of 3)

- Goal- setting software can offer the motivation and structure you need.
- There are many available options, from those that deal with life goals in general, to those more focused on goals in a professional setting.



## Goal - Setting Software (2 of 3)

- ↪ Software has features like calendars, daily reminders, inspirational quotes or affirmations, tips for breaking down goals into achievable components, goal coaches, and periodic progress reports.



## Goal - Setting Software (3 of 3)

- ↳ Those specifically tailored for business purposes can help to align the goals of employees, managers, and the organization as a whole.





# Let a Website be Your Guide (1 of 2)

- ↘ Many websites exist specifically for the purpose of aiding you in achieving your goals.
- ↘ Register with the site of your choice; follow their template for scheduling and planning your goals and how you will reach them.





# Download "**Time Management & Technology**" PowerPoint Presentation at **ReadySetPresent.com**

**261 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.