



Time Management and 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 and resources.

Technology

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

Divide and Conquer

- ✧ Create separate folders and lists for individual projects and tasks via computers or Personal Information Managers (PIM).
- ✧ This will prevent you from becoming overwhelmed with what's on your plate and allow you to focus on one thing at a time.
- ✧ Operating on a lower stress level in a more organized fashion will increase productivity.

Voice Recognition Software

- ✧ If typing isn't your forte, invest in voice recognition software.
- ✧ It allows you to talk and transcribes what you say (many with up to 99% accuracy).
- ✧ Spell-check is included.
- ✧ Special versions exist that are familiar with the jargon of specialized professions, such as law, business, or medicine.

Update Your To-Do List

- ✧ By clicking a mouse or pressing a button, you can adjust your schedule in minutes.
- ✧ Frequently check on and evaluate your progress for the day or week, then adjust your electronic scheduler accordingly.
- ✧ This will ensure that you maintain a reasonable, flexible, schedule and an attainable to-do list.

Managing Paperwork



Managing Paperwork (3 of 3)

- ✧ Paperwork consultant Robert A. Shiff reports that:
 - people wasted 20-30 percent of their time tracking down information, sifting through out-of-date information, or searching for something that has been misfiled.
- ✧ In face of the paper deluge, you must remember that your goal is to reach your ultimate goal.

Work Towards a Paperless Office (1 of 2)

- ✧ Invest in a scanner:
 - Increase the amount of data that is in the computer rather than simply lying around collecting dust.
- ✧ Computer databases usually store information such as names and telephones, yet can also store more detailed and complex information about client sales history, product ordering, and other such records.

Telephone Management



Telephone Management (2 of 2)

- ✧ Nine out of ten executives spend at least an hour a day on the phone, and four out of ten spend over two hours.
- ✧ How would you rate the quality of your phone time and its worth to you?
- ✧ The more you can put the telephone to its best use, the better return you will get from your investment of time and money.

Procrastination



Managing Crises



A gravel path leads into the distance, flanked by a black metal fence on the right and dense greenery on the left. The path is surrounded by lush trees and grass, with a bright sky above. The text "What is your next step?" is overlaid on the right side of the image.

What is your
next step?

Download "Time Management and Technology"

PowerPoint presentation
at **ReadySetPresent.com**

197 slides include: 8 points on goal-setting software, 6 points on planning, 4 points on doing your research, 4 points on contact management software, 6 points on daily projecting and recording, 3 points on trying a PIM, 4 points on keeping track of your password, 4 points on thinking like a computer, 4 points on work time, 3 points on evaluation, 3 points on going wireless, 3 technology overlaps, 7 points on finding exactly what you need, 3 points on lacking a laptop, 3 points on logical passwords, 3 points on learning from your computer, 4 points on voice recognition software, 3 points on recording repetitive tasks, 3 points on power management, 3 points on guarding your wireless access, 6 points on in-between time, 4 points on cleaning computers, 5 points on automating whenever possible, 8 points on managing paperwork, 4 points on working toward a paperless office, 5 points on factoring time into your plans, 3 points on document management systems, 3 points on designing a master plan, 3 points on updating your rolodex, 5 points on telephone management, 3 points on storing phone numbers, 3 points on sending a text message, 3 points on cell phone typing, 4 points on backing up your phone book, 3 points on keeping an updated website, 4 points on communication, 3 points on utilizing email, 3 points on integration, 3 points on backing up your computer, 3 points on organizing your inbox, 3 points on podcasts, 3 points on keeping communication, 4 points on social networks and forums, 3 points on sharing and collaborating online, 4 points on procrastination, 3 points on changing email habits, 3 points on avoiding instant messenger, 3 points on regulating your browsing, 5 points on managing crisis, 4 points on always backing up your work, 3 points on checking all machinery, 7 points on striking preemptively, 4 points on self-discipline, 3 points on time-management software, 3 points on uncluttering your life, 4 home tips, and finally 16 action steps.

Royalty Free - Use Them Over and Over Again.

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Now: more content, graphics, and diagrams

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