



7:30 am to 3:30 pm

Breakfast & Lunch Provided

**Orange County Training Center
1380 S. Sanderson Ave.
Anaheim, CA 92806**

“Time Management Skills for Project Managers, Service Managers and Dispatchers”

Tuesday, May 24, 2011

This program is designed to help people in these roles better manage priorities and become more productive at their jobs. This program provides attendees with an opportunity to discuss good time management practices and ways in which they can operate more effectively as individuals and as part of the team. The program will help participants learn how to avoid the all too common trap of managing by crisis, instead of taking a long-term view that can help to correct systemic problems and prevent their reoccurrence. The program begins by having each person take an assessment which measures their strengths and weaknesses in the following areas:

- ◆ **Setting Goals**
- ◆ **Improving Team Time**
- ◆ **Planning and Scheduling**
- ◆ **Handling Interruptions**
- ◆ **Delegating Effectively**
- ◆ **Analyzing Your Current Work Environment**
- ◆ **Beating Procrastination**
- ◆ **Establishing Priorities**
- ◆ **Prioritizing Daily Tasks**
- ◆ **Maximizing Meeting Time**
- ◆ **Attitudes Towards Changing Bad Time Control Habits**
- ◆ **Organizing Your Workspace & Written Communication Files**

Common problem areas will be discussed, along with ideas on how to better control time devoted to those areas. A major benefit for attendees is that by achieving a productivity gain of just 5 minutes a day in one of those areas, they will recover the equivalent of 1-1/2 weeks of lost time over a typical work year.

The instructor, Nancy Bandy of Trainsitions, will cover popular planner systems, both paper-based and electronic that can be used to improve time management. To help attendees start using the concepts from this session right away in their jobs, the following forms will be provided to assist in analyzing and organizing their time more effectively:

- **Goals Worksheet**
- **Time Record Summary**
- **Meeting Follow-up Form**
- **Delegation Analysis**
- **Daily Plan**
- **Weekly Activity Plan**
- **Interruption Record**
- **Improving Team Time Log**
- **Daily Time Record Log**
- **Project Record**
- **Meeting Agenda Form**

Limited to the first 30 registrations received!

Deadline... April 15, 2011

Name _____

Company _____

Contact Phone _____

Make checks payable to:

ARCA/MCA Southern California

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Registration Fee \$100.00 per person