

**We'll
Begin
Shortly**





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Reagan Forlenzo, Director of Corporate Training

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Servant Leadership

WEBINAR:

60-90 minute (includes recording to upload onto your organization's intranet or share with other employees)

Programs are available in multiple formats and can be customized to your organization's needs.

For more information, visit: www.brandman.edu/ExEd



DR. RAINER KUNZ, ED.D., ACC

Leadership Trainer and Coaching Expert



SCHOOL OF EXTENDED EDUCATION

A top-down view of a workspace. In the top left, there is a white coffee cup with a blue handle, filled with dark coffee. In the top center, a hand is visible. In the top right, a hand in a grey suit sleeve holds a red pencil, positioned over a white tablet with a blue screen. In the bottom right, a hand in a yellow sleeve holds a red and white marker. The background is a plain white surface.

LEARNING OBJECTIVES

- Gain best practices to set goals that improve your time management
- Understand how to prioritize your daily tasks to improve productivity
- Learn strategies to overcome procrastination
- Improve your workflow through time management techniques



EXERCISE 1

What is one thing you want to get better at when it comes to prioritizing your work and managing your time?



LET'S TAKE A
QUICK POLL



**TIME MANAGEMENT STRATEGIES
TO INCREASE PRODUCTIVITY**



**BECOME A
GOAL SETTER**

“The bad news is that time flies. The good news is that you are the pilot.”

-Michael Altshuler



STRATEGY #1 - BECOME A GOAL SETTER

*Make sure your goals include the **Three P's***



POSITIVE:

Goals should be phrased positively, so they help you feel good about yourself and what you're trying to accomplish.

STRATEGY #1 - BECOME A GOAL SETTER

*Make sure your goals include the **Three P's***



PERSONAL:

Goals reflect your own dreams and values, not those of friends, family, or the media. When crafting your goal statement, always use the word “I” in the sentence to brand it as your own.

STRATEGY #1 - BECOME A GOAL SETTER

*Make sure your goals include the **Three P's***

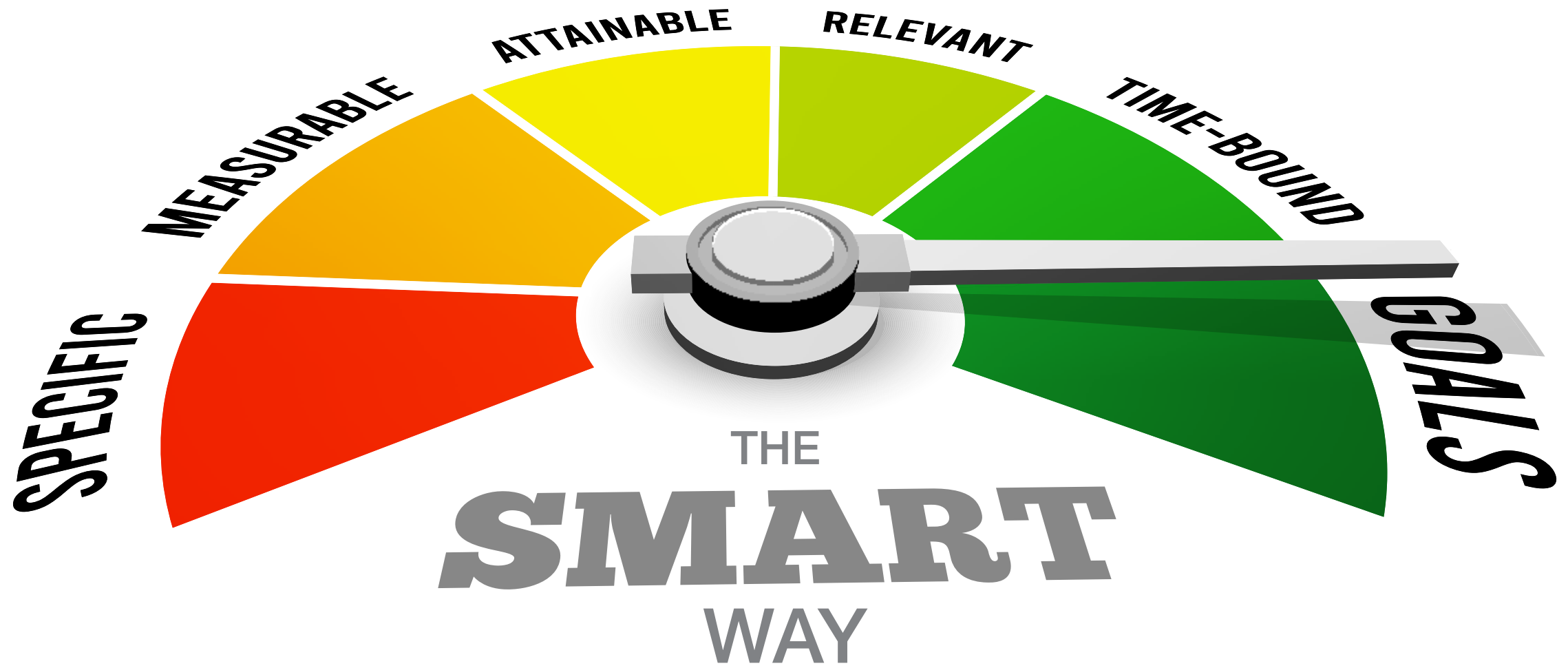
GOAL ACHIEVED



POSSIBLE:

When setting goals, be sure to consider what's possible and within your control.

STRATEGY #1 - BECOME A GOAL SETTER





PRIORITIZE YOUR GOALS

STRATEGY #2 - PRIORITIZE YOUR GOALS



When we get serious about prioritizing our goals, we make room for them in our lives.

That means letting go of other, less important goals.

EXERCISE 2 - *Why are some people unwilling to give up things in order to achieve their goals?*



Jot down a goal you'd like to achieve professionally or in your personal life.

Now make a list of all the things you need to give up in order to achieve that goal.



TOP 10

1

2

3

4

5

6

7

8

9

10

Jot down a goal you'd like to achieve professionally or in your personal life.

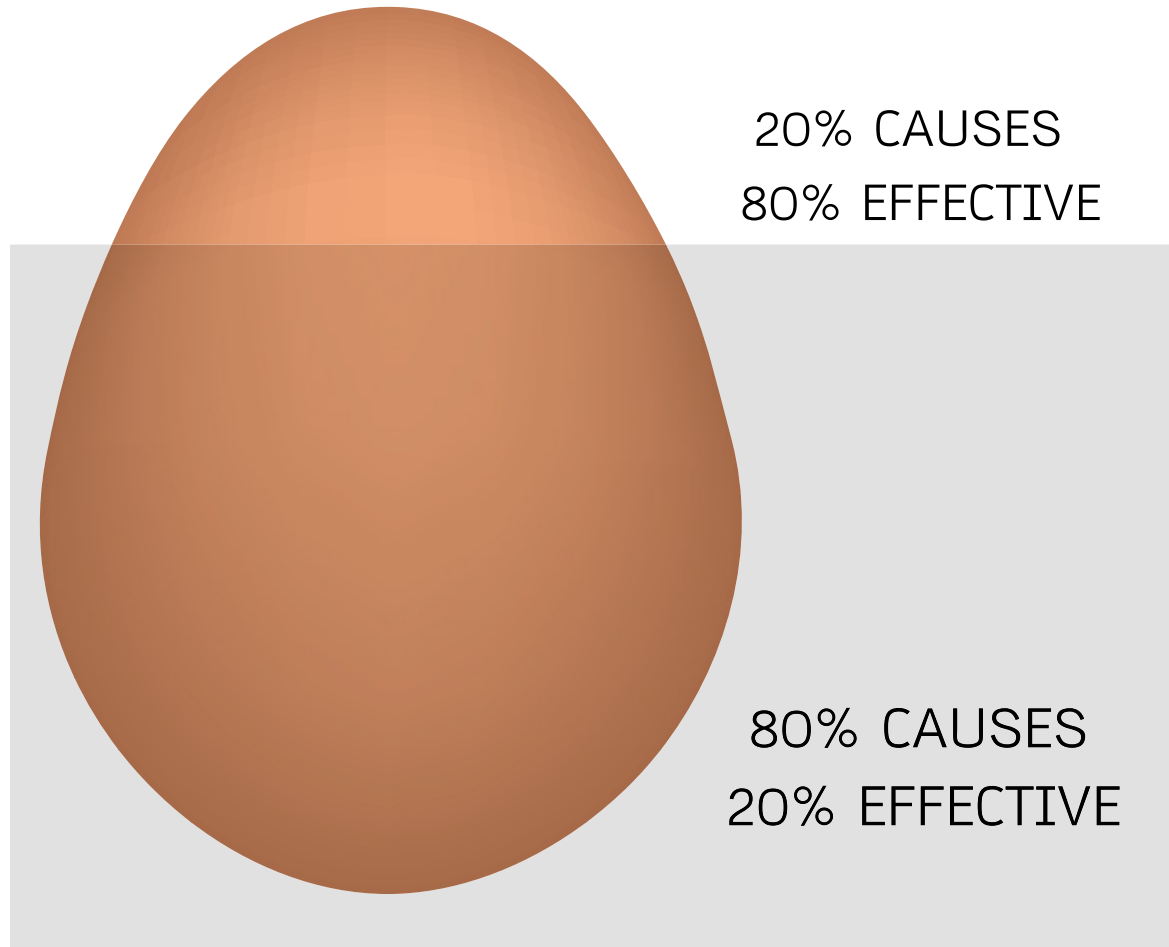
Now make a list of all the things you need to give up in order to achieve that goal.

What did you discover?



**PRIORITIZE
YOUR TIME**

STRATEGY #3 - PRIORITIZE YOUR TIME

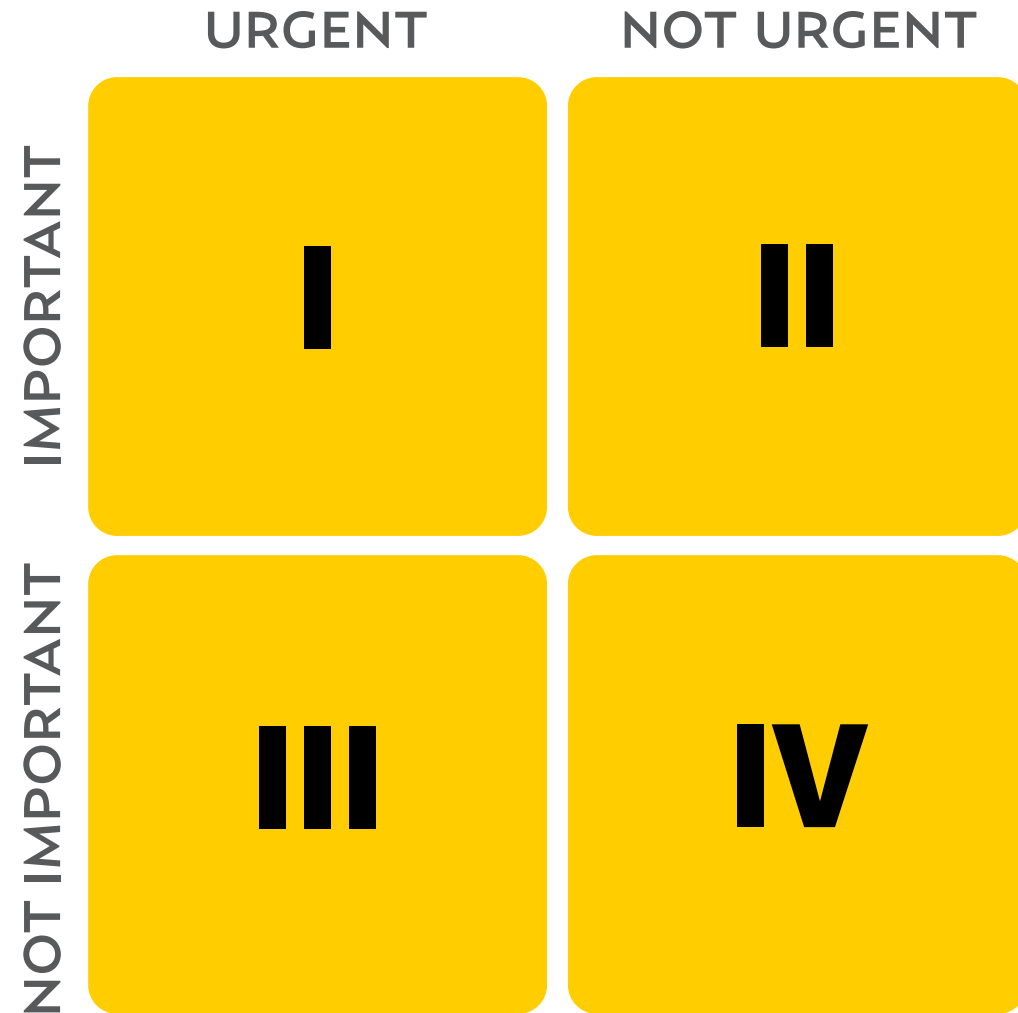


THE 80/20 RULE

Pareto's Principle states that 80% of your results come from only 20% of your actions.

STRATEGY #3 - PRIORITIZE YOUR TIME

The Urgent/ Important Matrix



	URGENT	NOT URGENT
IMPORTANT	<p>Urgent and Important</p> <ul style="list-style-type: none">• Crisis• Problems• Deadlines	<p>Important, But Not Urgent</p> <ul style="list-style-type: none">• Opportunities• Progress• High value• Long term
NOT IMPORTANT	<p>Urgent, But Not Important</p> <ul style="list-style-type: none">• Maintenance• Routine tasks	<p>Not Urgent and Not Important</p> <ul style="list-style-type: none">• Trivia



BE ASSERTIVE

STRATEGY #4 - BE ASSERTIVE

USE THE POSITIVE NO APPROACH

Say no, followed by an honest explanation

Example: *“I am uncomfortable doing that because...”*

Say no and then briefly clarify your reasoning without making excuses. This helps the listener to better understand your position.

Example: *“I can’t right now because I have another project that is due by 5 pm today.”*

STRATEGY #4 - BE ASSERTIVE

USE THE POSITIVE NO APPROACH

Say no, and then give an alternative.

Example: *“I don’t have time today, but I could schedule it in for tomorrow morning.”*

Empathetically repeat the request in your own words, and then say no.

Example: *“I understand that you need to have this paperwork filed immediately, but I will not be able to file it for you.”*

Say yes, give your reasoning for not doing it, and provide an alternative solution.

Example: *“Yes, I would love to help you by filing this paperwork, but I do not have time until tomorrow morning.”*

Provide an assertive refusal and repeat it no matter what the person says. This approach may be most appropriate with aggressive or manipulative people and can be an effective strategy to control your emotions.

Example: *“I understand how you feel, but I will not [or cannot]...”*



CREATE YOUR OWN PRODUCTIVITY JOURNAL

STRATEGY #5 - CREATE YOUR OWN PRODUCTIVITY JOURNAL



- 1** Get a spiral notebook and label it as your Personal Productivity Journal or your Professional Productivity Journal.
- 2** Label each page with the day and the date and what needs to be done that particular day. Next, prioritize each task in order of importance.
- 3** Highlight the top three items and focus on those first. Cross off items as you complete them. Items that are not completed should be carried over to the next page.



Brian Tracy
Author & Business Coach

Personal development expert Brian Tracy believes that when you write down your action list the night before, your subconscious mind focuses on that plan while you sleep.



STEVEN COVEY'S “BIG ROCKS” PRINCIPLE

STRATEGY #6 - “BIG ROCKS” PRINCIPLE



ROCKS

The general idea is to fill your glass jar first with rocks. Plan each day around your most important tasks that will propel you toward achieving your goals. These represent your highest priority projects and deadlines with the greatest value, often important, but not urgent tasks that move you toward your goals.

STRATEGY #6 - “BIG ROCKS” PRINCIPLE

PEBBLES



Next, fill in the space between the rocks with pebbles. These represent tasks that are urgent, and important, but contribute less to important goals. Without proper planning, these tasks are often unexpected, and left unmanaged, can quickly fill your day. Working to reduce these tasks will give you more time to work toward your goals.

STRATEGY #6 - “BIG ROCKS” PRINCIPLE



SAND

Now add sand to fill your jar. In other words, schedule urgent, but not important tasks, only after important tasks.

These activities are usually routine or maintenance tasks that do not directly contribute to your goals.

STRATEGY #6 - “BIG ROCKS” PRINCIPLE



WATER

Finally, pour water into your jar. These trivial time-wasters are neither important nor urgent and take you away from working toward high return activities and your goals.



CHUNK, BLOCK, AND TACKLE

STRATEGY #7 - CHUNK, BLOCK, AND TACKLE



CHUNK: Break large projects into specific tasks that can be completed in less than 15 minutes.

BLOCK: Rather than scheduling the entire project all at once, block out set times to complete specific chunks as early in the day as possible. This should allow you to ignore most interruptions and focus on just this task.

TACKLE: Now tackle the specific task, focusing only on this task rather than the project as a whole.



READY, FIRE, AIM!

STRATEGY #8 - READY, FIRE, AIM!



READY! Do not over-plan each of your actions. By the time you fire, the target may have moved.

FIRE! Remember the 80/20 rule and just take action. Even if you don't hit the bull's eye, you'll probably still hit the target.

AIM! Make new plans based on new information. Readjust your aim based on where you hit the target.



TACKLE PROCRASTINATION

A top-down view of a white table. In the center, the text "LET'S TAKE A QUICK POLL" is written in a large, grey, sans-serif font. Surrounding the text are several hands and objects: a hand holding a red pen near a tablet on the left; a hand holding a blue and white marker on the right; a hand pointing towards the bottom right; a hand holding a red and white marker on the bottom left; and a cup of coffee in the upper right. A hand is also visible at the top center.

LET'S TAKE A
QUICK POLL

STRATEGY #9 - TACKLE PROCRASTINATION

Nine Ways to Overcome Procrastination

1

DELETE IT - What are the consequences of not doing the task at all? Consider the 80/20 rule; maybe it doesn't need to be done in the first place.

2

DELEGATE - If the task is important, ask yourself if it's really something that you are responsible for doing in the first place. Know your job description and ask if the task is part of your responsibilities. Can the task be reassigned to someone on your team?

3

DO IT NOW - Postponing an important task that needs to be done only creates feelings of anxiety and stress. Do it as early in the day as you can.

STRATEGY #9 - TACKLE PROCRASTINATION

4

ASK FOR ADVICE - Asking for help from a trusted mentor, supervisor, coach, or expert can give you some great insight on where to start and the steps for completing a project.

5

CHOP IT UP - Break large projects into milestones, and then into actionable steps. As Bob Proctor says, “Break it down into the ridiculous.” Huge things don’t look as big when you break it down as small as you can.

6

OBEY THE 15 MINUTE RULE - To reduce the temptation of procrastination, each actionable step on a project should take no more than 15 minutes to complete.

STRATEGY #9 - TACKLE PROCRASTINATION

7

HAVE CLEAR DEADLINES - Assign yourself a deadline for projects and milestones and write it down in your day planner or calendar. Make your deadlines known to other people who will hold you accountable.

8

GIVE YOURSELF A REWARD - Celebrate the completion of project milestones and reward yourself for getting projects done on time. It will provide positive reinforcement and motivate you toward your goals.

9

REMOVE DISTRACTIONS - You need to establish a positive working environment that is conducive to getting your work done. Remove any distractions.



EAT THAT FROG!

***“What is
your frog?”***

10

TIME MANAGEMENT STRATEGIES TO INCREASE PRODUCTIVITY

1. Become a Goal Setter
2. Prioritize Your Goals
3. Prioritize Your Time
4. Be Assertive
5. Create Your Own Productivity Journal
6. Use Steven Covey's "Big Rocks" principle
7. Chunk, Block, and Tackle
8. Ready, Fire, Aim!
9. Tackle Procrastination
10. Eat That Frog!

EXERCISE #3

Which strategy do you plan to use after this webinar?

QUESTIONS & ANSWERS

Business Writing

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New Manager Certificate

Fundamentals of Communication Certificate

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Servant Leadership

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- Coaching for Leaders Certificate
- New Manager Certificate
- Fundamentals of Communication Certificate
- Leading Teams Certificate
- Servant Leadership

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- Diversity and Inclusion Certificate
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- Let's Talk About Race
- Cultural Awareness and Unconscious Bias

SUPPLY CHAIN

- Supply Chain Management Basics
- Six Sigma Green Belt Prep Course and Exam
- Six Sigma Yellow Belt Prep Course and Exam

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- Certificate in Business Communications

BUSINESS ANALYSIS

- Introduction to Business Analysis

FINANCE

- PayTrain (FPC/ CPP) Certification Exam Preparation
- Certificate in Finance Essentials

NONPROFIT MANAGEMENT

- Certificate in Nonprofit Management

HUMAN RESOURCES

- Human Resource Certification Exam Preparation (PHR/SPHR)
- Certificate in Human Resource Fundamentals

PROJECT MANAGEMENT

- Project Management: Team Leadership
- Managing Real World Projects

AGILE PROJECT MANAGEMENT

- Certificate in Agile Project Management
- Principles of Scrum

INFORMATION TECHNOLOGY

- CompTIA A+ Certification
- CompTIA Cloud+ Certification
- MTA Software Development Certification
- MTA HTML5 Certification
- Windows Server Admin Certification

MARKETING

- Certificate in Digital Marketing

COMPUTER APPLICATIONS

- Excel Advanced Skills
- Excel Basics
- Excel Tips & Tricks
- Microsoft Project Basics
- Microsoft Project Intermediate
- Microsoft Word Basics
- PowerPoint Basics
- PowerPoint for Business
- Visual PowerPoint

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11 a.m.- 12 p.m. Pacific
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