



“Increasing the effective use of one’s time is 20% skill and 80% discipline.”

## Leadership Component 3: Execution

### Effective Use of Time

#### Workshop Overview

Successful managers and leaders are highly effective with their use of time. In order to be highly effective, managers must have a strategically developed plan for how to use their time, a method for monitoring how they are actually using their time, a habit of controlling how they use their time, and a means for making time effective. In *Effective Use of Time* we show managers how to look at the company’s strategy and business plan, the demands on their time from their staff and the organization, and their goals for the year to develop a model plan for using their time at work. We show them how to monitor their time and identify where the use of their time is at variance with the model plan. We show them how to eliminate wasted time during the day. We give them a method for linking time invested to results being produced to focus them on leveraging their time. We give them pointers for how they can teach others to use time more effectively.

Increasing the effective use of one’s time is 20% skill and 80% discipline. We highly recommend linking this workshop with a one-on-one coaching program for each participating manager. Likewise, unless the entire company embraces the principles and behaviors of effective use of time, an isolated manager will find it very difficult to become highly effective in his or her use of time. We recommend undertaking a companywide initiative for improving the effective use of time in conjunction with this workshop.

#### Workshop Objectives

1. Managers have a strategically driven time plan.
2. Managers know how to track their time and identify variances to their time usage plan.
3. Managers know how to control the use of their time and eliminate time wasters.
4. Managers know how to increase the effectiveness of their time usage.
5. Managers are prepared to help others in the company become more effective in using their time.

#### Take-Home Value for Managers and their Company

1. Managers become more effective and make a greater contribution to the company.
2. Employees and teams become more effective and make a greater contribution to the company.
3. Effective use of time begins to become a part of the culture of the company.

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### **Time Frame**

1 day

### **Post-Workshop Coaching**

Steve Dudley Associates is committed to the successful application of our workshop materials. We offer one-on-one coaching as a value-added option for each of our workshops. Please click on the “Coaching” tab to see a description of our workshop follow-up coaching program.

Workshop: *Effective Use of Time*

Recommended coaching sessions: 4

Suggested areas of coaching support:

- Developing a strategically driven time plan.
- Monitoring and controlling the use of time.
- Eliminating time wasters.
- Linking the use of time to results produced and becoming more effective with the use of time.
- Teaching others how to be more effective in their use of time.

### **Group Facilitation**

Managers will not be able to fully use their time effectively unless effective use of time is embraced by the entire company and becomes a dimension of its culture. We often facilitate senior management team meetings and companywide meetings to assist the company in creating a culture of effective use of time.