

workshop syllabus

IT'S ABOUT TIME: HOW TO HAVE MORE FUN AND GET MORE DONE**Lesson 1: What's In Your Bucket?** *Tuesday, April 10, 2012*

Lesson 1 lays the foundation for the workshop. You will learn why it can be difficult to manage time and what to do about it. Learn how to make time more concrete and perform a time study so you can pinpoint how you currently spend your time.

**Lesson 2: How to Make Better Decisions about Your Time – Part 1***Tuesday, April 17, 2012*

Once you know where your time is going, you can begin to make better decisions about how to spend it. In lesson 2, you'll learn a series of questions that will help you be more selective about which tasks and activities occupy your time. You'll begin the process of creating space in your schedule for meaningful and enjoyable activities today you only *wish* you had more time for.

Catch Up Week (no lesson) *Tuesday, April 24, 2012***Lesson 3: How to Make Better Decisions about Your Time – Part 2 (When and Who)** *Tuesday, May 1, 2012*

In Lesson 3, we'll wrap up our discussion on making better choices about time. Using another series of questions, you'll learn how to decide which tasks to do now and which ones to defer until later. Plus you'll explore opportunities for delegating your tasks to others—without feeling guilty.

Lesson 4: Organize + Store Your To-Dos *Tuesday, May 8, 2012*

Lesson 4 teaches you the ins and outs of essential time management tools—calendars, lists and planners. Learn how to select the best tools for you. And learn how to organize and store your to-dos so you can keep track of everything and get things done more efficiently and effectively.

Lesson 5: Simplify Your To-Do List with Plans, Schedules and Routines *Tuesday, May 15, 2012*

Lesson 5 delves into planning. Learn how to use plans, schedules and routines to streamline and simplify the items on a to-do list. Learn about the benefits of planning, along with a simple process for creating project plans and routines for recurring household tasks. Plus, learn how to create plans that don't feel restrictive, but instead make it possible for you to get your projects done without stress and worry.

Lesson 6: Identify and Plug Your Leaks *Tuesday, May 22, 2012*

In lesson 6, we'll wrap up the workshop by considering common habits that fritter away your precious time. Learn simple strategies to begin addressing common time wasters such as procrastination, distraction, perfectionism and more.

Workshop End Date: *Tuesday, June 5, 2012* (This is the final day of instructor participation in this workshop.)

Community Access End Date: You will continue to have access to the online lesson materials, gallery, and online forum through **April 10, 2013**—one full year of access!