

# Time Management: organizing yourself

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## Participant Comments



The training was quite good and very diversified--including a presentation, discussion, and film; Re-emphasis of well established principles, plan and prepare ahead, organize, outline, document, etc.; Informative, educational, helpful and I enjoyed it; Packed and well-worth the time; Your presentations have made me want to take more courses in management, thanks; Great instruction and reminders, your update on new methods was well appreciated; The instructor is well versed in his subject knowledge and he presented it well; Lots of material covered in a short time! Both a review as well as great new practical tips; I learned a great deal from both the movie and your information--I used to leave work until later, now, after today's training, I think it is better if I think of doing "it now;" I really enjoyed every minute of the session; It was very good having the entire department attending the session; It was particularly useful to have my secretary in attendance; Our total office involvement; Excellent group processing and dynamics on the part of the instructor, and the specific information that everything can not be an A priority; Planning by division; The work groups and having the opportunity to openly express all our concerns and reach consensus on many of them; The group facilitation and interaction, making us concentrate on concrete and specifics; Planning more and effectively getting rid of many little time wasters/demons; I now have a better understanding of accountability--great emphasis on working together; To take care of small things first; Getting personnel to listen and address the real problems; Scheduling quality work time; Idea that you can start somewhere with small items is helpful in gaining control over time; The presenter was excellent; Organization "hints", calendar, sticky pads and leaving extra time; Paperwork issues were well presented and useful; Interaction and your presentation!; Setting up schedules, office hours and I really liked "heaping sticky pads"; Planning to do a large task and managing this through back planning was very helpful; To throw out paperwork and learning how to say "no"; Facing and dealing with my procrastination needs and the methods suggested to help me get back on track; Reinforcement of my "To-Do" list as a useful tool for health services administration; Printed materials are excellent--best I have seen; Knowing that my weaknesses can be strengthened and that the overwhelming odds can be eliminated; Sort mail, block out time, use a dictation machine, have a "C" drain; Helped me understand time management in practical terms; Computing your procrastination profile; Tips and how-to do's that were practical and easy to apply, not just theories; Emphasizing that organization equals productivity; To use my in-between time; Understanding the psychological reasons for procrastination; Your advice on problem situations; Daily notes, calendar, phone use and abuse, planning organizing, and re-evaluation.

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