

DAY 2 – Debrief & Time Management

1) Debrief & Assignment Review

2) Discussion

3) Time Management

4 Month Plan

Weekly Schedule

Dump & Sift

SMARTR

Project Task List

Assignment Worksheet 2

Debrief / Discussion Assignment Worksheet - REVIEW

What technology does your host company use to manage time?

What tools does your host company use to manage day to day time issues?

What tools does your host company use to manage time for up to a year from now?

What short and long term goals does your host company have?

What steps is your host company taking to achieve these goals?



TIME MANAGEMENT



September 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY PLANNER FOR WEEK _____ DATE: _____ to _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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PRIORITIZING SYSTEM: THE DUMP AND SIFT METHOD

1. Dump it: Create a Long List

(List everything you think you should, want, or have to do for the upcoming week.)

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2. Sift it: Prioritize it

(Assign an A, B, or C to the items above. "A" items are very important, "B" items are moderately important, and "C" items are somewhat important. Keep your long-term goals in mind.)

3. Get Specific: Create a Short List

(Rewrite the items that you found to be most important. Make sure that they are specific, measurable, action oriented, and realistic.)

	Estimated Time Required
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Problem Solving - Assignment Worksheet

List several problems faced by your host company.

What tools does your host company use to deal with the problems?

Does your host company have any reoccurring problems? If so, what are they?

How does your host address issues that arise between employees?

How does the executive staff motivate employees?

