



PUBLIC SECTOR EXCELLENCE

Practical Training and Consulting for Public Sector Employees

Managing Your Time, Priorities, Work & Life Balance Taking the Initiative to Improve Personal Productivity

A workshop for those who work and serve in the Public Sector

This one-day workshop is designed for you, the Public Sector employee at any organizational level who wants to build practical ways to:

- Use your time more effectively - both on and off the job.
- Set realistic priorities for managing and achieving goals.
- Plan for and improve your ability to meet multiple job demands - in normal and challenging times.
- Overcome some common time management "myths" that can serve as barriers to personal effectiveness on and off the job.
- You have a life outside of work. Build a plan that works so you can have "balance" and the time to set, plan and achieve both your professional and personal goals.
- Use time managing and goal setting techniques to help you counter organizational turmoil and inertia that threaten your "best laid plans."
- Minimize the impact of obstacles (i.e. interruptions; poor organization; unclear expectations; negative and cynical people; naysayers; jerks; and difficult bosses) that will sap your ability to accomplish goals, meet deadlines, and absorb your time and energy like a sponge.
- Develop "team" time management practices and the communication skills that will influence others to work with you in getting things done in a timely, professional and effective way.
- Incorporate a ten point "Philosophy for the Trenches" that will help you in challenging times to improve your personal effectiveness and raise the standard in everything you do.
- Treat other's time as urgent which helps you to have the time available to "get things done."
- Create a future of your choice with a practical, time-wise, and "balanced" approach to reduce negative stress and its disempowering impact on your productivity and outlook on work and life.

Workshop Format: This workshop is highly interactive. Participants will learn from presentations, case studies, skill practice exercises and other experiential tools. Each participant will be given handout material with useful and practical information for use back on the job.

This workshop can be customized for in-house presentations.

Contact us for more information:
publicsectorexcellence@gmail.com

Check our website for Workshop Hours

Hosted on Zoom

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publicsector-excellence.com



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Topics of Instruction

Planning to Meet Multiple Job Demands. Learn to:

- Plan your day without taking all day to do it.
- Ensure your daily, weekly & monthly objectives are met - on and & the job.
- Reduce needless interruptions - other's interruptions and those you create.
- Take care of and organize your "stuff."
- Set priorities and meet deadlines.
- Help your boss help you to manage your workload: Practicing self-advocacy with the boss.
- Cut time holding meetings - often the number one-time waster in organizations.
- Develop a plan for having some "protected time."

Managing the Use of Your Time. Learn to:

- Identify time wasters that get in the way of you meeting your objectives and deadlines.
- Overcome some common "myths" that can serve as "excuses" for not planning your day and becoming "time-wise."
- Develop ways to deal with procrastination - your own and those who you depend on to get your job done.
- Keep your desktop - both the physical and the electronic one - in shape, organized and free from the clutter of trivia.
- Manage and organize your emails - the ones you send and the ones you receive.
- Keep the paper (or email) moving and keep it from coming back.
- Manage the "two-edged sword," your Smart Phone. It can be both a terrific time saver or your most powerful time waster.

Building Work-Life Balance into Your Daily Routine. Learn:

- How we lose work/life balance, get out of kilter, throw in the towel, and become a "victim" of our circumstances.
- How to get your "balance" back - what to do? Not always easy but always achievable.
- How believing you can do "more with less" is a fallacy and why pursuing that belief damages productivity, personal effectiveness and accomplishing goals that matter most.

Workshop Leader: Forrest L Story has over 25 years of public sector experience in staff, supervisory and leadership positions. He has facilitated hundreds of workshops on the subjects of Public Sector customer service and interpersonal relations. As a former worker, supervisor, manager and educator in public service, he receives high marks from students and trainees for his entertaining yet practical "down to earth" teaching style.





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- Develop a plan to work with the "stress" that will consume your time, your outlook, your thoughts and your personal effectiveness.
- Twelve worthwhile stress management habits to apply 24/7.
- Manage time and balance through "goal orientation" - a technique to help you to manage your own effectiveness.

So What? Now What? Before You Leave the Workshop

- Learn some conflict resolution techniques to work with cynics and naysayers who give you grief, have no interest in helping you, and are both time wasters and "barriers" in your pursuit of work and life goals.
- Set some on and off the job goals that you would like to accomplish - with or without a pandemic.
- Create an "action plan" that works and that will guide you in turning your time management goals into reality.

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