



Module 2	Chapter 2, 10 Minutes a Week to great Time Management, 10 Minutes a week to Great Meetings	<p>Schedule these exercises and the experiments out for the rest of the class (too much for one week!)</p> <p>A preliminary test in time management, seven daily habits 21 days. Do the daily activities exercise, do the four projects.</p> <p>Big reading: Consider starting the ten lessons of Great Meetings. Consider starting 10 Steps to Great Time management</p>
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2. Supervisor Time Management

Learning Objective:

- Current supervisors have a time PROBLEM; they need tools to cope
- How to apply ten key time-savers for maintenance leaders.
- With business spending 25% of their time in meetings on how to improve.
- Agenda for toolbox meetings

Introduction to tested time management techniques. What are your goals for time management? What is important to you to do, that you don't have time for? Determine how you spend your time. Essential time savers tailored to the maintenance leader's needs.

Making meetings more effective: Managers manage meetings as well as people, but few of them understand how to handle them as useful communications devices. We cover some of the best strategies for avoiding time wasters and energizing participants to move forward.

Sample toolbox meeting agenda (and ideas): The tool-box meeting at the beginning of each shift starts the day on the right foot. It communicates priority and it reminds everyone about safety.

Four concrete projects to get your life back! We will describe four simple projects to improve your time management.



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Remember to send me any assignment you want my comment on!