

Time Management

Chapter 1: Introduction

- Session 1: Introduction
- Session 2: What is Time Management
- Session 3: Why is Time Management Important
- Session 4: How Does Time Management Impact Productivity
- Session 5: What Happens When There is No Time Management
- Session 6: A Job Without Time Management

Chapter 2: Time

- Session 1: What is Time
- Session 2: Where Does Time Come From
- Session 3: When Time Matters
- Session 4: How Time Equals Money
- Session 5: A Non-Renewable Resource

Chapter 3: What Drains Time

- Session 1: Telephone
- Session 2: Visitors
- Session 3: Meetings
- Session 4: Email

Chapter 4: Your Attitude vs. Time Management

- Session 1: Why is Time Management So Important
- Session 2: Time Management is for Disorganized People
- Session 3: I Don't Need It if I am a Hard Worker
- Session 4: Setting Schedules and Deadlines is a Waste of Time
- Session 5: Time Management is a State of Mind
- Session 6: The Person That NEVER Has Enough Time

Chapter 5: Efficiency vs. Effectiveness

- Session 1: Quality Versus Quantity
- Session 2: How Much is an Hour Worth in Wages
- Session 3: Time Management Increases Efficiency
- Session 4: Time Management Increases Productivity

Chapter 6: Work Environment

- Session 1: Comfortable Chair
- Session 2: Organized Desk
- Session 3: Computer is Distraction Free
- Session 4: Plenty of Water

Chapter 7: Plan Your Week on Sunday

- Session 1: Preparation is a Key Factor
- Session 2: Set Daily Goals for the Week
- Session 3: No Goals, No Goal Post
- Session 4: If You Don't Know Where You're Going, You Can't Get There
- Session 5: Allow "Flex Time" for Opportunities

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Chapter 8: Weekly Plan

- Session 1: Make a Weekly Roadmap
- Session 2: How Many Calls Will You Make
- Session 3: How Many Appointments Will You Set
- Session 4: How Many Sales Will You Make
- Session 5: Prioritize the Most Important Tasks
- Session 6: Review, Identify and Remove Unnecessary Tasks or Activities

Chapter 9: Daily Plan

- Session 1: Remove Wasteful Discussions
- Session 2: Prioritize Your Must Do's
- Session 3: Are You Putting Too Much on Your Plate?
- Session 4: Are You Using Technology to Plan Your Day?

Chapter 10: Time Management per Position

- Session 1: Upper Management
- Session 2: Middle Management
- Session 3: Salespeople
- Session 4: Service Advisor
- Session 5: Administrative

Chapter 11: To-Do List

- Session 1: Simple but Powerful
- Session 2: Prioritizing Correctly
- Session 3: Eliminating Redundancies
- Session 4: Delegating Lesser Important Things
- Session 5: Is Your To-Do List Easily Accessible?

Chapter 12: Organizational Skills

- Session 1: Removing Clutter
- Session 2: Reading Organizational Books
- Session 3: The Power of Labeling
- Session 4: Learning How to Focus

Chapter 13: Start Your Actions Early in the Morning

- Session 1: Review Tasks for the Day
- Session 2: Prioritize
- Session 3: Delegate
- Session 4: Schedule
- Session 5: Come to Work Prepared
- Session 6: Know What You are Going to Do Before You Arrive
- Session 7: Daily Goals All Depend on You

Chapter 14: Priorities

- Session 1: Urgent and Important Tasks
- Session 2: Non-Urgent Tasks
- Session 3: Urgent but Not Important
- Session 4: Not Important and Not Urgent
- Session 5: Tasks "I" Have to Do
- Session 6: Tasks "Someone Else" Can Do

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Chapter 15: Procrastination

- Session 1: A Major Cause of Failure
- Session 2: Procrastination is a Choice
- Session 3: A Plan Alone Will Not Ensure Completion

Chapter 16: Delegate

- Session 1: What to Delegate
- Session 2: When to Delegate
- Session 3: How to Delegate
- Session 4: Who to Delegate

Chapter 17: Multi-Task

- Session 1: Positives of Multi-Tasking
- Session 2: Negatives of Multi-Tasking
- Session 3: Be Realistic
- Session 4: A Learned Skill

Chapter 18: Distractions

- Session 1: How Social Media Distracts Us
- Session 2: Lack of a Plan Causes Easy Distractions
- Session 3: Schedule Coverage for Yourself to Complete Tasks, Not to be Distracted
- Session 4: Cell Phones
- Session 5: Only the Willing Can be Distracted

Chapter 19: Action

- Session 1: Do it Now
- Session 2: Don't Strive for Perfection
- Session 3: Don't Get Caught up on Small Details
- Session 4: Schedule Breaks

Chapter 20: Meetings

- Session 1: When to Meet
- Session 2: Preparing for a Meeting
- Session 3: The Importance of a Sign In
- Session 4: Keep it Like a Text Message, Short & To the Point.
- Session 5: Is There a Stated Outcome of the Meeting?
- Session 6: Is the Meeting Necessary?

Chapter 21: The Productive Zone

- Session 1: Morning
- Session 2: Afternoon
- Session 3: Evening
- Session 4: Weekends
- Session 5: The Importance of REST

Chapter 22: Your Body

- Session 1: Rest
- Session 2: Sleep Well
- Session 3: Exercise
- Session 4: Schedule Relaxation Time
- Session 5: Learn to Say No

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Chapter 23: Interruptions

- Session 1: Turn Off Your Phone
- Session 2: Set Day/Time to Meet with Vendors
- Session 3: Unnecessary Activities
- Session 4: Identifying Your Common Interruptions
- Session 5: Being Disciplined to Resist Interruptions
- Session 6: Avoid Interruptions with Respect

Chapter 24: How to Set Goals

- Session 1: Writing Them Down
- Session 2: Manage Your Performance, Not the Number
- Session 3: Understanding Reverse Engineering
- Session 4: The Danger in Setting Easy Goals
- Session 5: Write Them Down
- Session 6: Discuss Them with Family

Chapter 25: Create Key Life Habits

- Session 1: Healthy Eating Habits
- Session 2: Reading Inspirational Books
- Session 3: Regular Physical Exercise
- Session 4: Assigning a Mentor
- Session 5: Smile Every Day
- Session 6: Get Plenty of Sleep
- Session 7: Avoid Negative People

Chapter 26: Mentors

- Session 1: Successful Achievers
- Session 2: Seasoned Car Professionals
- Session 3: How to Choose a Mentor
- Session 4: How Mentors Can Ground You
- Session 5: How Mentors Can Hurt You
- Session 6: Understanding the Role of Your Mentor

Chapter 27: Reward Yourself

- Session 1: Regular Fun and Downtime
- Session 2: Occasional Extravagance
- Session 3: Benefits of Rewarding Yourself
- Session 4: What Should You Reward Yourself With
- Session 5: Setting Milestone Rewards
- Session 6: Rewarding Yourself for Goals Achieved

Chapter 28: Common Time Management Mistakes

- Session 1: Unrealistic Goals
- Session 2: Putting Things Off
- Session 3: Excessively Rigid Scheduling
- Session 4: No Structure
- Session 5: Working Solely from Your To-Do List
- Session 6: Not Using a Time Planner and Creating a Master List
- Session 7: Juggling Too Many Balls at Once
- Session 8: Checking Emails Constantly Throughout the Day

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Chapter 29: Creating a Stress Free Environment

Session 1: Teamwork Development

Session 2: Reward Success

Session 3: Remove Clutter