

Course Name: Master Your Workday

Area of Study	Classroom Hours:
Project Management Fundamentals	7

Description:

Master Your Workday is a simple to-do list and e-mail management system that you can learn quickly to get e-mail and tasks under control. It's at the heart of Michael Linenberger's book Master Your Workday Now! (2010). The skills learned can be implemented in the tasks module on Outlook. Or, it can be used in various software packages on both the PC and Mac. It also works on the iPhone, the iPad, and other mobile devices like Android or Blackberry. Or, it can simply be used on paper.

Master Your Workday solves the harsh reality of today's work world: we are all now getting more requests for action than we can possibly handle and we need a system to manage that high volume. Particularly with all the e-mail requests we get each day—we are all feeling overwhelmed and important things are falling through the cracks. Most other to-do list systems cannot handle this volume – they quickly fall apart and they don't integrate well with e-mail.

Master Your Workday shows you a simple way to empty your in-box every day. It shows you how to capture tasks from incoming e-mail and manage them successfully in a new kind of to-do list that really works. It shows you how to use that to-do list in a way that avoids overwhelm and dropped responsibilities. You'll feel in control and less scattered. You'll get the right things done when they need to be done, and you'll be able to leave work each day knowing that everything is on track and taken care off.

Master Your Workday divides all incoming tasks and e-mail requests into three simple Urgency Zones: Critical Now, Opportunity Now, and Over the Horizon. We emphasize built-in software tools to convert incoming e-mail to tasks and routing them to the appropriate urgency zone in the To-Do List. By sorting tasks this way, and then managing each urgency zone with an appropriate level of focus, you can prevent the classic "everything is on fire" mentality which so often dominates the workday. Once you have urgency under control, you can better focus on your true goals and core work activities. You end up getting more done and having more time in the day for what's really important.

The Master Your Workday system also includes processes for converting e-mails to tasks and then filing all e-mail into a single folder. With this method you can easily empty your in-box every day! For the first time your e-mail in-box will be under control and well managed.

Master Your Workday (continued)

Description (continued):

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

- Controlling Your Workday
 - Control Your Work Before Work Controls You
 - A Quick Start for Gaining Control
 - Why Are We Out of Control?
 - What is Your Workday Now?
 - The Power of Urgency Zones
 - Mastering Your Urgency Zones
 - Task Management at the Next Level
 - E-mail Mastery
 - Summarizing the Control-Layer Solution

- Creating Your Workday
 - Rising Above Control
 - Step 1, Vision-The Missing Component from Workplace Goals
 - Step 2, Merging Vision Goals and Target Goals to Create “Now Goals”
 - Step 3, Activating Now Goals-The Key to Goal Success
 - Step 4, Taking First Action on Your Now Goals
 - Stretch Your Now Goals
 - Conclusion to the Create-Layer Solution

Students enrolled for this course should have the following:

This course is intended for anyone who needs several fresh and profound strategies for reaching success in their workday and life.

Upon successful completion of this course, students will be able to:

Excel at and consistently achieve a well managed and productive workday