

# Time Management Tools: To-do Lists, Calendars, Smartphones and More

## Overview/Description

It seems that more than ever, people are living busy, chaotic lives that often leave them feeling overwhelmed and out of control. Between work, parental responsibilities, community involvement, exercise, hobbies, friendships, family responsibilities and more, sometimes it feels as if keeping track of it all is just impossible. Fortunately, there are many tools available to help people gain control, though sometimes sorting through what's available can add what seems like even more chaos to life. Smartphones, day planners, alarms, e-mail systems, priority grids, voice mail systems, note pads, to-do lists, contact lists, address books, folders, file cabinets and more—the purpose of this lunch-and-learn is to help you sort through the tools available to help you organize your life, and pick the ones that will work for you.

## Target Audience

Anyone looking for tools to help them manage their time.

## Expected Duration

45-60 minutes

## Workshop Objectives

At the end of this workshop, you will be able to:

Describe tools for managing appointments

- Identify advantages and challenges of various calendaring systems
- Describe electronic and paper-based calendaring methods

Describe tools for organizing tasks and responsibilities

- Identify best practices for creating to-do lists
- Describe how priority grids can be used
- Describe how to create priority grids

Identify ways to make sure “mission critical” things don't get lost in the chaos

- Describe how alarms, post-it notes and other tools can help you make sure that your most critical responsibilities are met
- Use smartphones and other technology in ways that can help

**[Click here to register for this webinar.](#)**