

**TRAINING AGENDA**  
**Nusenda Credit Union**  
***Time Management, Organization, & Delegation***

October 11, 2020 | 1:00-5:00 PM

*Pre-Workshop Activity: Time Diary*

<b>1:00-1:30 PM</b>	<b>Icebreaker &amp; Introduction</b>
<b>1:30-1:50 PM</b>	<b>Organization &amp; Time Management</b> <ul style="list-style-type: none"> <li>• Four of a Kind Demonstration</li> <li>• Introductory Presentation</li> <li>• Organization Tips &amp; Strategies</li> </ul>
<b>1:50-2:10 PM</b>	<a href="#"><b>TED Talk: How to Multiply Your Time</b></a>
<b>2:10-2:20 PM</b>	<b>Break</b>
<b>2:20-3:00 PM</b>	<b>Time Diary Evaluation</b> <ul style="list-style-type: none"> <li>• Introductory Presentation</li> <li>• Identifying Time Wasters</li> <li>• Categorizing Your Time</li> <li>• Applying “The Focus Funnel”</li> <li>• Scheduling Recurring Daily/Weekly Tasks</li> <li>• Setting Weekly Tasks/Goals</li> <li>• Small Group Discussion <ul style="list-style-type: none"> <li>○ Solutions for Distractions</li> <li>○ Individual Planning Strategies</li> </ul> </li> </ul>
<b>3:00-4:10 PM</b>	<b>The Art of Delegation</b> <ul style="list-style-type: none"> <li>• Case Studies</li> <li>• Introductory Presentation</li> <li>• Delegation Activity</li> <li>• Jigsaw Discussion</li> </ul>
<b>4:10-4:20 PM</b>	<b>Break</b>
<b>4:20-4:45 PM</b>	<b>Arrange the Cards Culminating Activity</b>
<b>4:45-5:00 PM</b>	<b>Final Thoughts/Training Evaluation/Q&amp;A</b>