



The Power of Three: Time Management, Delegation & SMART Goals

Presented by:

Jo Anne Preston, MS, Workforce & Organizational Dev. Manager, RWHC

Tuesday, May 8, 2012

9:00 a.m.-3:30 p.m.

RWHC Office & Training Center, 880 Independence Lane, Sauk City

Workshop Description

Delegating can be challenging. Struggling to delegate might be based on wanting something to be done "right" (*the way we do it*), being uncomfortable asking others to do something, letting go of control, and a host of other reasons. This can lead to running out of time – and energy – to get things done. It can make leaders feel they are constantly putting out fires and often not being able to measure the real results of your efforts. When we build on a strong foundation of SMART goals (*Specific, Measurable, Attainable/Action oriented, Realistic/Relevant/Recorded and Timely*), then use our time optimally and delegate intentionally – it puts the leader back in the driver's seat.

Workshop Objectives

Participants will learn to:

- a) Utilize a system of structuring work priorities based on levels of urgency and importance
- b) Understand the theory of diminishing returns-more isn't always better
- c) Identify a tool to use to see where your time actually goes
- d) Recognize the steps to take to overcome procrastination
- e) Develop good ideas into achievable and successful goals
- f) Recognize your delegation style and the barriers that keep you from delegating successfully
- g) Identify keys to effective delegation
- h) Understand what different types of employees need from you when you delegate to give them the best chance for success

Target Audience

All healthcare managers, both experienced and new in their role

Consider taking this workshop if the following are mostly true for you:

- I work hard but still end up taking work home frequently
- Many times I feel like my work and personal life are out of balance
- Prioritizing what to focus on when there are multiple demands is challenging for me
- I often procrastinate
- I find myself often doing the job I was promoted from
- It is getting harder for me to meet all my deadlines
- I don't have time to plan
- I often find myself getting involved in the details of my employee's work
- I delegate willingly, but am not getting the results I expect from my employees
- When it's time for my performance appraisal, it is sometimes hard to articulate if I met my goals or not
- I struggle to write succinct and specific goals - they are often too vague, general, or difficult to measure
- I work hard and my employees do too, but I am not sure how to demonstrate our achievements through targeted results

Continuing Education Credit

0.6 continuing education units (CEUs) will be provided through RWHC, a CEU provider through the Wisconsin Society for Healthcare Education and Training (WISHET).

Workshop Fee

RWHC Members: \$150 per person

Non-RWHC Members: \$180 per person

Fee includes program, lunch and refreshments. Registration deadline is April 17. Organizations that register three or more participants for this workshop will receive a 20% discount.

Please do NOT send payment; RWHC will invoice your organization. For questions, please contact Carrie Ballweg, Education Coordinator, 608-643-2343.

Cancellation Policy

Cancellations received up to two weeks prior to a program will receive a full refund, less a \$25 processing fee. No refunds will be given for cancellations received less than two weeks prior to the program. Substitutions are accepted.

Workshop Registration

***"The Power of Three:
Time Management, Delegation & SMART Goals"
May 8, 2012***

Please print clearly and provide complete information:

Organization: _____

Address: _____

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Please circle a boxed lunch (cold sandwich) choice: turkey ham roast beef veggie

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Please circle a boxed lunch (cold sandwich) choice: turkey ham roast beef veggie

Name: _____ Title: _____

E-Mail: _____ Phone Number: _____

Please circle a boxed lunch (cold sandwich) choice: turkey ham roast beef veggie

Please do not send pre-payment, RWHC will invoice your facility.

Please return this registration form by April 17 to:

RWHC
Attn: Denise Sackmann
880 Independence Lane
Sauk City, WI 53583
Fax: (608) 643-4936