



Time Management Webinar Description

In water and wastewater treatment environments, time is never managed in isolation—it is managed under pressure from alarms, compliance deadlines, process upsets, staffing limitations, and competing operational priorities. In this reality, “being busy” is constant, but being effective is what determines plant performance, regulatory compliance, & team stability.

This practical two-hour webinar reframes time management specifically for treatment professionals working in operational settings. Rather than generic productivity tools, the course focuses on how priorities are actually formed in real plants—and how they are often unintentionally mismanaged through urgency, interruptions, & reactive decision-making.

Participants will explore why failure to prioritize correctly is itself a form of prioritization, and how chronic “firefighting” can become an operational norm that quietly undermines performance. The course addresses common time drains in treatment settings such as process interruptions, troubleshooting rabbit holes, reactive communication loops, and the hidden cost of multitasking in safety-critical environments.

A key focus is on shifting from reactive work patterns to structured decision-making using practical tools such as prioritization frameworks (including the Eisenhower Matrix), delegation strategies, and realistic planning methods that account for operational variability. Special attention is given to identifying “time vampires” in treatment operations—activities, habits, and communication patterns that consume disproportionate time without improving outcomes.

Participants will also examine how effective time management is directly tied to leadership and team function. Topics include making time for staff communication, balancing operational presence with administrative demands, and understanding when “small time investments” in people prevent large time losses in performance and troubleshooting later.

By the end of the session, attendees will leave with a clear, operationally grounded approach to managing time in treatment environments—one that improves prioritization, reduces unnecessary workload, and strengthens overall system performance without sacrificing compliance or operational integrity.