

Time Management (1 day)

Description: We are hurried and frenetic and anxious to get work done, respond to management's demands and we wonder when someone will put an extra few hours in the day! At the same time, we are struggling to find time to spend with family and friends, doing hobbies and enjoying our lives. Time management is a skill required of all leaders at all levels. Their effectiveness is often a predictor of their team's effectiveness and the overall health and growth of the organization itself. This is a program that will enlighten each participant as to their strengths and the obstacles to their own success. Investing this "time" in learning the components of time mastery will allow participants to identify where they can make changes and, perhaps, reduce the stress and recapture time in a day to conduct the other part of their lives! Insights gained in this workshop can lead participants to make subtle and radical changes to how they conduct their business and this, in turn, can impact their job performance and that of their respective teams. Such changes can give a person back the sense of being in control and that can lead to an overall sense of well being and good health!

Objectives:

- Discover your TIME strengths and limitations
- Analyze their impact on your daily life
- Develop an action plan for self-improvement

Course Outline:

- Self discovery opportunity – Time Mastery ® Assessment
- Review the 12 Competencies associated with Time Mastery
- Learn and follow the 5 Keys to Time Mastery