



Essentials of Time Management

Investing your time wisely

Overview

As we deal with ongoing changing priorities, environment, multiple deadlines and decision making, it is easy to feel overwhelmed in today's workplace and get the sense that the days are too short to meet all the demands. This workshop will help you examine the causes behind some of the time management common traps and patterns and provide a framework for more effective use of your time. The workshop will also provide you with tools and techniques to take back with you at work to help overcome habits, to stay focused on the right priorities and to improve your overall performance.

Audience

This workshop is designed for employees at all levels of the organization, who are committed to making changes to gain better control of their day, and to enhance their time management skills.

Duration One Day

Price \$545.00

Instruction Methodology

The session includes interactive discussions, reflection exercises, small-group brainstorming exercises and quizzes.

Key Topics

- Introduction and concepts of time management
- Time management assessment
- Tools and techniques to improve planning and scheduling
- Avoiding distractions and common traps
- Managing overload

Skills Taught

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

- Apply a range of time management tools and techniques
- Apply the 80/20 rule
- Categorize tasks using the Urgent/Important Matrix
- Manage email
- Set daily rituals for better productivity
- Develop meaningful goals and objectives
- Establish priorities
- Overcome procrastination