



Program length: 6 hours

Audience: This program is intended for anyone who experiences challenges related to shorter deadlines, competing priorities, unproductive meetings, interruptions and other realities of working in business today. The program also is intended for people who are in management and want to help their employees do a better job of managing their time.

What you will learn:

- How to maximize your time and attend to what's important
- How to gain insight into personal and cultural perspectives on time and how these perspectives influence your ability to manage time
- How to discover practical ways of knowing what's important, choosing wisely, and scheduling your time
- How to define individual strengths and challenges within twelve dimensions of time management
- How to create action plans for improving your time management effectiveness

Module 1: How we view time

- Time: a precious commodity
- If I had more time...
- Cultural influence on time management
- The human need for control
- Time management challenges

Module 2: Time management basics

- Personal and professional life balance
- Being at choice
- Focusing on what's important
- Saying "Yes" to what's important
- Selecting and using a scheduling system

Module 3: Mastering time management

- Using the time management profile
- Time management and your attitude
- Setting goals

- Prioritizing
- Analyzing tasks
- Planning your time
- Scheduling your time
- Dealing with interruptions
- Effective use of meetings
- Dealing with written communications
- Using delegation effectively
- Handling procrastination
- Using teams to leverage time