

# Taking Time to Manage Your Time

Training | Keynote



Attitude



Team Building

Too much to do and not enough time to get it all done? The key to managing individual and organizational performance is setting priorities and managing time effectively. This program develops a strategy designed to address individual needs for meeting the daily challenge of managing professional and personal responsibilities.

## Objectives

After participating in this program, you will be able to:

- Discover your time management strengths
- Develop new skills for improved performance and efficiency
- Focus on your priorities
- Increase your productivity at work and at home
- Get more done with less stress

## Ideal Size

**Keynote:** No limit

**Training:** Up to 36 people

## Length

**Keynote:** 60-90 minutes

**Training:** 3-6 hours

## Target Audience

Anyone! Since we all manage time!

## Typical Uses

Employee and management development, seminars and programs, project management, and new employee orientation

## Format

This interactive program uses experiential learning techniques such as self-assessment, large and small group discussions, individual projects, and post-program application.

## Agenda

Using the *Time Mastery Profile*®, this program provides people with practical tools and techniques for getting more done with less stress. Program explores over 125 strategies to improve your use of:

- Attitudes
- Interruptions
- Goals
- Meetings
- Priorities
- Paperwork
- Analyzing
- Delegation
- Planning
- Procrastination
- Scheduling
- Time teamwork

## Material Options

- *Time Mastery Profile*®
- *Time Mastery Facilitator Report*
- Handouts