TIME MANAGEMENT

Take control of your day....

Do you ever….

- Find yourself overloaded with work?
- Feel so stretched to the limit you can't set priorities?
- Exhaust yourself daily without accomplishing your goals?

If you are doing more than enjoying it less, it's time to make real choices about how and when to spend your time.

HOW WILL YOU BENEFIT

- Set and accomplish goals
- Create priorities and establish realistic boundaries
- Recognize and deal with time wasters
- Use technology to help manage time
- Create and recharge positive energy

WHAT YOU WILL COVER

Time Management = Self-Management

- Shifting focus from managing time to managing self.
- Identifying personal time wasters
- Creating a personal Time Mastery Plan

Planning for Success

- Using a robust planning process
- Defining goals; establishing important and valid priorities
- Creating realistic and productive work schedule

Concentration, Focus and organization

- **Creating productive and efficient routines to support core goals**
- Organizing and managing work environment
- Identifying ways to deal with distractions and interruptions

Managing Technology

- Increasing productivity by using technology efficiently.
- Selecting the right form of communication
- Identifying ways to manage email

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Creating Boundaries and Balance

- Prioritizing and choosing activities to balance life and work

- Creating a personal "no" script

WHO SHOULD ATTEND

Employees who want greater control of their time, management style and life