

## Time and Priority Management Workshop

This workshop is designed to help you build and maintain a time and priority management system that works for you in your environment. It provides a structured approach for being more effective with tools that can assist you in focusing on and accomplishing what's most important.

### Audience:

Managers, supervisors, and employees who wish to strengthen their ability to communicate with others more effectively. Group size: from 12 to 24 people. This course is ideal for greater priority management and planning consistency within departments or teams.

### Proven Program Flow

- Explore the five essential ingredient of a great planning system
- Clarify/confirm where your time is presently spent
- Determine daily areas needing greater control
- Reaffirm your highest values for planning focus
- Write at least one long-term work and family goal along with intermediate steps to help make it happen
- Begin or update an on-going, written and prioritized "to do/task" list
- Review proven monthly, weekly and daily tracking systems that support your preferred lifestyle
- Explore the value of both digital and pen & paper planning tools
- Revisit several proven productivity and priority management techniques

### Participant benefits:

- Planning tools to better respond to coworkers and customer priorities
- Scheduling and work management tools for greater confidence and consistency
- Greater fulfillment from focusing on highest value action items
- Control factors that can ease stress when practiced
- Tracking systems to avoid mistakes and stay focused
- Proven tools for enhancing personal effectiveness

### Tangible results:

This solid program has been a top seller for several years for good reason. It is highly interactive, provides practical approaches for everyday use and it invites noticeable improvements in self-management and use of time planning tools. Many of our clients have had us come back several times to train more employees or even their entire staff due to the welcomed results.

### Accountability & Measurement

This single-day workshop includes brief self-assessments and reminder tips to reinforce application after the training. Optional compatible training modules can help boost sustainability and daily practice by more of your people.

### Program delivery Includes:

- Interactive on-site workshop and useful reference workbook
- In session Individual personal improvement plan
- Helpful mini assessments and group hands-on practice.
- Executive summary of all participant feedback

### Great Returns on your Skill-Building Investment!

Contact us for greater savings when combining multiple training services.

### TARGET GROWTH AREAS:

- Effective Goal Setting
- Prioritization and Planning
- Self-knowledge & Self-Management
- Scheduling and accountability tools
- Best practices for work & event mgt.
- Ways to get and stay focused
- Tracking tips and practices to help prevent errors/mistakes

*"We don't just do projects – we just do actions.. real next actions to move projects along".*  
-David Allen

*"Time is a sequence of events – we don't manage time but we can choose the sequence of events" – Hyrum Smith*

When asked: "would you recommend this workshop to others?" Out of the last 5 of these workshops conducted, 90% of attendees said "YES".

When asked to Who or why? Some of the participant comments were:

- All employees and upper management!
- Good for every organization.
- Everyone needs to prioritize wants and needs to help their team
- Everyone has room for improvement.
- To all Supervisors.
- Co-workers, so they can be better focus on the most important activities
- Others in my group and my boss.
- Colleagues I work closely with.
- Other co-workers.

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