Time and Priority Management Skills Training

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.

Proven Course Objectives:

- Why bother? Benefits of a good planning system
- Explore five essential ingredient of a great planning system
- Ways to build accountability and follow-through starting with you
- 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 realistic 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

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.

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

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

Program Length/Commitment:

Standard program structure is: One Full-day

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 do 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 workshops we conducted, over 90% of attendees said "YES".

When asked to Who or why? Some of the many 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.*
- *Great for 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*

Program Investment:
Contact us for greater savings when combining multiple training services.

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STRENGTHENING LEADERS AND TEAMS

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