
Time Management – Getting Organized

This program will help you determine your own time style and make it work for you. You will also learn techniques involved in self-management that will assist you in getting more done in less time.

Program Content:

Introduction

- How are You Spending Your Time?

What is Your Time Style?

- Identifying Your Time Style
- Your Style Strengths and Weaknesses

Planning

- Daily Cash for Life
- How Well do You Plan?
- Putting a Jump-Start into Your Day

Time Wasters

- Too Many Gadgets
- Interruptions

Getting Organized

- What is a Priority and How do You Know it is?
- The Healthy 'To-Do List'
- Work Space Organization
- Information Overload

Creating more Time through Delegation

- How Much is Your Time Worth?
- How to Delegate
- Time Management Tips for Leaders

Projects and Meetings

- Managing Project Time
- Welcome to Meeting Madness
- The Timely Approach to Meetings

Balancing Work and Home

- Juggling
- Stop and Reflect Workshop
- What are your Values?
- Taking back your Life
- Time for Renewal