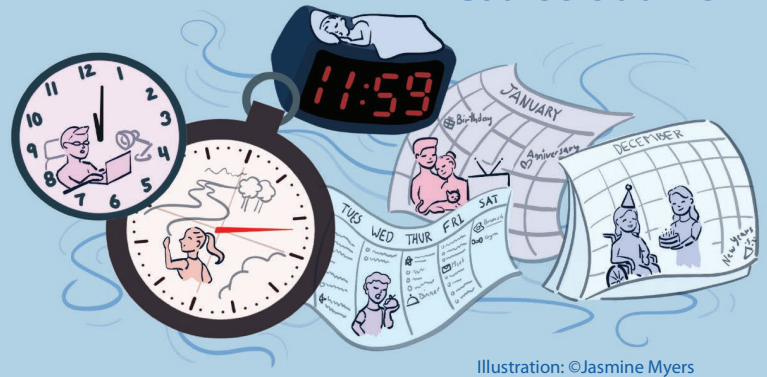


# The Power of Time Management

*Seize the benefits and regain focus*



## Overview

Time management comes down to making good choices and developing habits that will get you there. Now is the time to revisit tried and true techniques, re-think what is working for you and how you can infuse balance in your work week and boost your productivity. This workshop will help you dispel the myths around time management and examine what is stealing your attention and focus. You will learn about tools and techniques to become more self aware of your habits and assets, and how these can impact the big and small decisions in your daily routine. The workshop will provide you with a framework to focus your attention on the right priorities, make the best choices for you and how to harness your energy throughout the day. Now is the time to take stock, take action and anchor new habits to set yourself for success!

## Audience

This workshop is designed for employees at all levels of the organization, who are committed to make changes to gain better control of their day, and enhance their choice management habits.

**Duration** One Day

**Price** \$545.00

## Instruction Methodology

The session includes interactive discussions, reflection exercises, small-group brainstorming exercises and quizzes.

## Skills Taught

**At the end of this workshop, participants will be able to:**

- Have a better understanding of where their attention goes and why
- Apply the 80/20 rule and a range of other time management tools and techniques
- Categorize tasks using the Urgent/Important Matrix
- Develop meaningful goals and priorities and shift their focus based on what is most important to them
- Identify distractions that get in the way of effective time management and apply strategies to minimize them
- Capitalize on technology to manage emails, schedule dedicated time and track tasks
- Select the best communication medium to convey a message
- Build a choice management action plan including mindset strategies and productivity strategies
- Build and anchor new habits towards more effective time management