



## Leadership Development Time Management – *Working Smarter, Not Longer*

### Summary

This workshop will help participants analyze their time management skills and existing habits, find more time to complete important tasks and projects and learn to plan ahead to more effectively manage short- and long-term activities. Prior to attending the workshop each participant will complete a Time Log to assess their use of time and to benchmark their progress in applying the skills learned in this important workshop

### Who Should Attend

All managers and employees who are looking for better ways to manage their own time, and the time and priorities of their employees.

### Workshop Objectives

Participants will complete a self-assessment of the skills they need to become a high performer and learn how to:

- Minimize “time wasters” at work
- Schedule “prime time” activities
- Better manage interruptions
- Improve productivity

### Structure

This one-day workshop is divided into ten training modules.

<b>Module 1: Introduction</b>	Participants are challenged to look at their existing habits and skills.
<b>Module 2: Mental Traffic</b>	Facilitator demonstrates the need to control mental traffic by introducing the Einstein Method.
<b>Module 3: Can’t Find The Time</b>	Partners share the tasks and activities that they can’t find time to complete.
<b>Module 4: What Are Your 4 Critical Skills?</b>	Participants complete a self-assessment of the skills that are needed to become a high performer.
<b>Module 5: Discover More Time</b>	Individuals analyze their time usage and how it impacts their effectiveness.
<b>Module 6: Plan Ahead</b>	Each participant learns how pro-active planning can have dramatic effect on their plans.
<b>Module 7: Plan to Manage Activities</b>	Facilitator introduces three models for managing short and long term activities.
<b>Module 8: Plan to Manage Time</b>	Participants learn how to turn time commitments into a daily plan.



High Performance Learning

*On-Demand Performance Improvement*

**Module 9: Biological Prime Time**

Participants are introduced to several forms that will help them to manage projects, communication, and goals.

**Module 10: Putting It All Together**

In this module, you are introduced to several tools and techniques to end the chaos and develop a “work in progress” system.