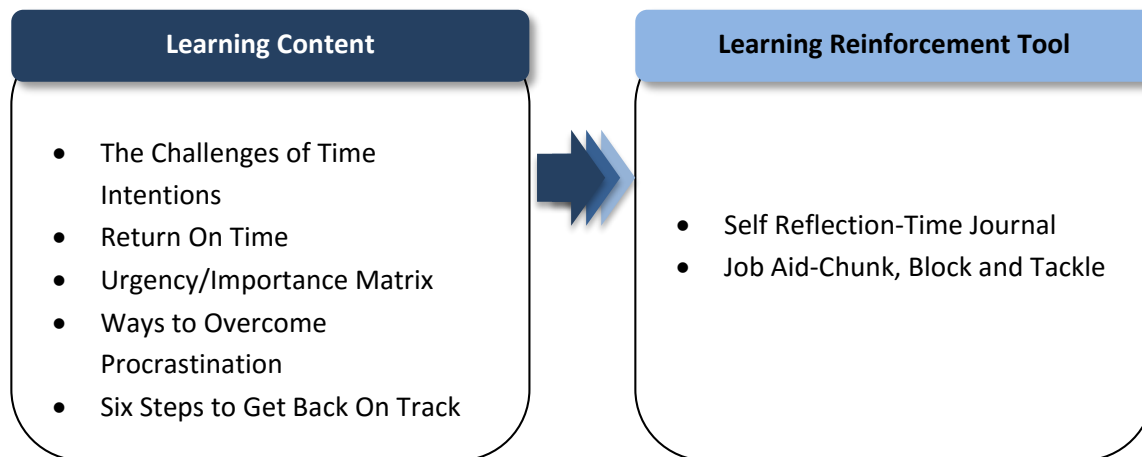## Time Management

Time management is the conscious control of the amount of time spent on specific activities, in order to maximize personal efficiency. Managing time requires making difficult choices to align time and priorities.

In this session participants will learn how to prioritize activities to maximize productivity.

Program Outcomes

- Recognize the factors that determine the return on time
- Improve effectiveness by choosing to focus on what matters
- Use basic planning process to translate goals into outcomes
- Improve outcomes by eliminating activities that distract from the goal

Learning Process

Learning Content	Learning Reinforcement Tool
- The Challenges of Time Intentions - Return On Time - Urgency/Importance Matrix - Ways to Overcome Procrastination - Six Steps to Get Back On Track	- Self Reflection-Time Journal - Job Aid-Chunk, Block and Tackle

Program Length   8 Hours

Case Study

A recent client used the program as part of a multi-session program to increase the skills and professionalism of their of high potential employees. The program focused on how to use the core ideas of time management to improve their own productivity and how to improve the productivity of the team by sharing the principles with others.