



### BUSINESS ISSUE

Harnessing the productivity of every employee increases organizational success and growth. In Taming Time, participants learn and use the practical skills necessary to develop and implement a structure for successful time management. In this course, participants identify barriers to effective time management, discover how to plan and organize their time for personal success, and begin to realize that activity is not a substitute for productivity. Each participant will identify and take a broad view of their real-world priorities in order to help understand where they should focus their attention; and walk away with a clear picture of how to achieve maximum value from their time on the job.

### LEARNING OUTCOMES

You will learn to:

- Integrate proven time management techniques into their daily processes
- Proactively schedule tasks, construct weekly plans and learn to effectively use daily to-do lists
- Prioritize tasks and activities, while handling competing priorities
- Implement strategies and techniques to reduce the occurrence of procrastination and the impact of interruptions
- Develop a personal action plan to realize the most benefit from individual effort

### AGENDA

#### Introduction and Assessment

Completion of a time log starts the day, and is then used as a reflection tool as participants learn and apply each of the principles. An interactive experience is used to demonstrate and practice a technique to overcome barriers to time management issues.

#### Principle 1 – To-do Lists

Participants assess the value of to-do lists and apply techniques to create them effectively.

#### Principle 2 – Know What's Crucial

Participants learn, practice, and apply a principle that helps them sort and assess both their important and their urgent tasks.

#### Principle 3 – Determine Your Priorities

Participants uncover, through an interactive experience, the impact of knowing and staying the course when managing time and working on key priorities. Participants reflect on previous behavior and learn to use the techniques taught on future behavior.

#### Practice – Case Study

An interactive and on-going case study where participants apply the taming time principles.

#### Principle 4 – Know Your Goals

Participants discuss the power of goals and planning; then, work through a process to identify professional goals and plans to achieve them.

#### Diagnosing Failure

A model that assists participants to determine the roadblocks they personally face when attempting to successfully apply effective time management principles is presented. Practiced using the model then follows.

#### Commitment to Action

The module closes with participants creating an action plan for behavior change.



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