

## Mastering Time (1 Day)

Setting priorities and managing time effectively is basic to managing individual and organizational performance. The pressure to find innovative ways to achieve goals, pay attention to the competition, respond quickly to customer needs, and enjoy life outside of work is even more intense in today's less structured, information-driven workplace. Meeting the daily challenge of managing professional and personal responsibilities requires a learning strategy designed to meet individual needs.

### ***Personal Assessment and Action Planning***

This unique workshop provides people with a complete, self-directed assessment of their current time management effectiveness plus the opportunity to plan actions that enable change. It also helps people to more effectively use planners, calendars, PDA's, and other time-management tools to accomplish more and find greater balance in their daily lives.

This workshop uses a built-in framework to develop customized strategies for skills improvement in:

1. Attitudes
2. Goals
3. Priorities
4. Analyzing
5. Planning
6. Scheduling
7. Interruptions
8. Meetings
9. Written Communications
10. Delegation
11. Procrastination
12. Team Time

### ***Put Time on Your Side***

This course uses the *Time Mastery Profile*® to help people in your organization:

- Discover their time-management strengths
- Develop new skills for improved performance
- Focus on priorities
- Increase productivity
- Meet customer needs
- Respond to opportunities