



Your greatest resource is your time

LEARN HOW TO INVEST IT WISELY

The average North American spent 2.7 hours watching television every day in 2010. Over the course of the average lifetime, that turns out to be 7.8 years. Time has a habit of getting away from us, and that's why the ability to manage it well is so important. Today, we're busier than ever, and while technology can help us save time, it also creates new demands.

Developing time management skills is more than just making lists. Your values, routines and your workplace culture all play a role in your productivity and ability to meet deadlines. Our course will help you identify and overcome barriers to effective time management. You'll learn how to delegate, overcome procrastination, and accomplish more every day.

WORKSHOP CONTENT

Essentials of Time Management

- Introduction and concepts.
- Time management assessment.
- Crafting goals and objectives.
- Understanding prioritization.
- Scheduling tools.
- Avoiding distractions.
- Changing reactive to proactive.
- Learning to say no (nicely).
- Managing overload.
- Developing a personal plan.
- Evaluating your progress.

Variations of this workshop are available in three, six and twelve-hour formats.

The bad news is “Time flies”

...the good news is you're the pilot.¹

WORKSHOP OUTCOMES

At the end of the session, you should be able to:

- Apply a range of time management tools and techniques.
- Develop meaningful goals and objectives.
- Evaluate your own use of time and identify areas for improvement.
- Establish priorities.

¹ Michael Althsuler



SELECTED TIME MANAGEMENT TOOLS

SMART objectives

Pareto Principle

Gantt charts

Technology

Blocking

Delegation

Goal setting

Priority setting

Notes and lists

Personal planning systems

CALL US FOR REFERENCES

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