



Time Management/Managing Multiple Priorities Workshop

GOAL: The goal of this 4-hour workshop is to learn how to develop self- management habits, set goals and effectively prioritize to organize our time more efficiently.

BENEFITS OF TIME MANAGEMENT TRAINING:

- Manage time at work or home
- Learn to organize and set priorities
- Develop self-management habits

HOW THE PROGRAM WORKS: Through instruction, participants learn the skills and self-management habits necessary to enhancing individual and organizational performance.

PROGRAM OUTLINE:

- Prioritize your Time for Greater Efficiency
- Enhance your Self-Management Skills
- Approach Goal-Setting from a Holistic Perspective
- Review Priorities in Terms of Urgent and Important Context
- Develop Specific Time Management Strategies
- Complete Action Plans for Specific Areas

METHODOLOGY: Training sessions are comprised of lecture, written exercises, large and small group discussions, PowerPoint presentations. Workshops materials include participant guide and optional Time Mastery Assessment.