

# TIME MANAGEMENT

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This program teaches skills and strategies for efficiently managing time and organizing work. Strategies learned include planning, note-taking, prioritizing, scheduling, responding when the day doesn't go as planned, organizing the desk, and handling paper documents and e-mail messages.

The Time Mastery Profile® completed during class will assess time management habits in twelve dimensions. Improving time management capabilities often requires a change in habits. Participants will identify the habits that need changing and develop an action plan based on the lessons learned in the session.

## Objectives

- Define time management
- Assess your mastery level on 12 time management dimensions
- Plan using a three-step process
- Identify time wasters and what to do about them
- Prevent and control interruptions
- Organize your paperwork and e-mails

## Benefits

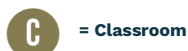
- Efficiency in managing time and organizing workflow
- Increased productivity
- Creation of an action plan for immediately increasing time management skills

## Assessment

Time Mastery Profile®

## Delivery

**Classroom** Full day



= Classroom



= Virtual



= Blended

**DION** LEADERSHIP