

TIME MANAGEMENT

This program teaches skills and strategies for efficiently managing time and organizing work. Learners identify personal habits, both in thought and action, that affect their ability to manage time effectively and explore supporting tools that can help them lead balanced and productive lives. Although the focus is primarily on the work environment, the habits, best practices, and tools discussed are applicable to all aspects of life.

LEARNERS WILL:

- Define time management
- Develop a mindset and self-care habits that are conducive to realistic and effective time management
- Use tools and techniques to create structure for the workspace
- Use tools and techniques to create structure for the workday
- Identify and practice strategies to manage interruptions and say “no” when necessary

WHY THIS MATTERS:

Individuals who feel in control of how they spend their time also feel more productive and efficient. With insight and the adoption of specific techniques, the ability to manage time day-to-day will improve.

DELIVERY OPTIONS:

In-Person or Live-Online: 4 hours