



Mastering Time More Effectively

We all face the same dilemma daily – too much to do and not enough time to do it in. Do you manage time or does time manage you?

If you are like most people, you are constantly running from one crisis to the next putting out fires. Everyone seems to need something that only you can do; you start out with your day all organized and then the phone rings.... Sound familiar?

Everyone knows that we should take more control of time, but you can't always be proactive, right? Well, of course you're right. But the reality is that you can have a lot more control than you think.

Many of us have tried different time management programs and have found them mostly inadequate. In fact, there probably is not one program or tool that suits everyone. Because of that, this module is created to focus on the elements and issues involved in time management, and to provide a variety of tools each person can customize to their own personal needs. You will leave the module with a "bag of tools" you can put in place permanently and/or call on when you need them.

Objectives of the Module

At the end of the module, you will be able to:

- Class 1:** Understand how attitudes, goals and priorities affect your use of time; identify your own helpful and hindering habits regarding time.
- Class 2:** Use analysis to help plan and schedule time.
- Class 3:** Learn to handle interruptions, meetings and paperwork without letting them gobble up time.
- Class 4:** Overcome procrastination and gain time by utilizing delegation and teams.

As in all our courses, each class will include a case study as well as personal assessments and applications. Discover how effective time management can be a powerful model for managing and growing as a leader. Register today!