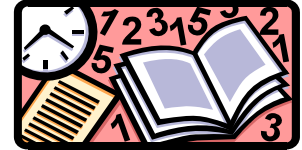


Time Management Solutions

"To Master Your Time is to Master Your Life." Alan Lakin



INSTRUCTOR: Deborah Avrin, SPHR

DESCRIPTION: This workshop begins with a pre-workshop self-assessment tool where participants receive feedback on their current time management behaviors and habits. Feedback is divided into twelve categories: Attitudes, Goals, Priorities, Analyzing, Planning, Scheduling, Interruptions, Meetings, Written Communication, Delegation, Procrastination and Time Teamwork. The workshop is an interactive session where concepts, a process, and tools are discussed to improve overall time management. Participants leave with a targeted action plan to immediately change behavior that will lead to time mastery.

WORKSHOP OBJECTIVES: The participant will learn how to

- ✓ Clearly establish goals
- ✓ Establish priorities
- ✓ Analyze their time use
- ✓ Master planning techniques
- ✓ Schedule the most important things first
- ✓ Control interruptions
- ✓ Improve meeting effectiveness
- ✓ Master paperwork and emails
- ✓ Increase delegation strategies
- ✓ Conquer procrastination
- ✓ Develop time teamwork

WHO SHOULD ATTEND: Any employee who would benefit from improved time management.

LENGTH: A full-day to cover all the time management areas. A half-day version is available which specifically targets only their top five-six time management categories in need of improvement.

SUPPLIED MATERIALS: Participant Manual, Time Mastery Profile® \$33.00, plus supporting materials. Group reports also available.