

WORKSHOP: EFFECTIVE TIME MANAGEMENT

Signs of stress, work overload, and employee burnout is rampant. Most people suffer from these modern-day maladies but don't realize there is a better way. Historically, we have focused on to-do lists, setting priorities, and seeking techniques for increasing efficiency.

This 1-day workshop explores a new, 3-dimensional way of thinking about managing our time. Students learn a step-by-step model for the application of projects, tasks, and those things they want to do.

This highly interactive workshop provides students the opportunity to carefully consider their daily tasks, prioritize them on matter of importance and significance, and consider what can be automated, delegated and/or eliminated.

By the end of this session, students will be able to:

- ✓ Understand the progression of time management methods and why they have failed to provide real help in managing multiple priorities and work overload
- ✓ Consider the newest thinking including a model for introducing a new way to think about time and how we allocate our most important commodity – time
- ✓ Walk through and analyze what they are doing now and how this new approach might enable less frustration and more capability
- ✓ Work through an approach for prioritization and consider alternate approaches for getting things done

Past participants of this workshop have appreciated the practical methods and tools provided as well as the progress made following the workshop.

The **StrategyWorks, Inc.** team of experienced consultants and trainers have significant experience working with groups to enable them to find new ways to think about managing their time and efforts better. Past participants of our workshops provide feedback about the thought-provoking ideas that can be immediately applied back at work.