



TIME MANAGEMENT...

Setting goals is great but not being able to prioritize those goals makes reaching them a struggle. Participants learn to prioritize with purpose, manage and set goals that can be achieved using skills learned. Avoid time wasting activities and focus on what matters. Goal achievement! Learn skills to effectively set expectations for customers and yourself to aid in achieving set goals.

WHAT YOU WILL LEARN:

- What is time management
- How to set work priorities
- Setting goals with a purpose
- Setting expectations effectively
- Create a daily action plan and prioritize the tasks on it

COURSE OBJECTIVES:

- Set Goals that are attainable and that have a purpose
- Determine your own strengths and weaknesses
- How to avoid time wasters
- Using Email effectively as a source of gaining time
- Managing Expectations, yours and others

There are only 24 hours in a day, we cannot add more hours, but we can manage those we have more effectively. By setting our priorities, avoiding those tasks that waste time, and setting goals that have a purpose we can use our 24 hours more wisely. When we set our priorities and ask ourselves if we are working towards our goals, our time becomes more valuable.

Time management is a process of changing our environment, using our skills to advance toward our goals, and creating work and task that advance us toward that goal. If you want more time with family, for a hobby, to do those things that matter, Time Management is a great tool to help you.

Each participant will create a personal action plan at the end of the course to implement best practices learned and immediately implement the new skills and advance toward set goals.

30 participants

4 hours