



*People in Progress,
Making a Difference*

The Time Of Your Life

Time is ultimately not a matter of minutes and seconds, but of possibilities and intention.

Unknown

If you are looking for a time management program that explains the use of a specific time management tool or instrument this is not the program for you! Our offering in this area focuses heavily on the notion that we all have the time to do what is important to us – the trick is to be able to determine what is truly important. As we all have the same amount of time, it is the ability to prioritize, in your work and in your life, which is the secret of feeling satisfied with the way in which you manage your time.

Content Overview

- Pre-work: Time Tracker (3 days of tracking activities) & 90 Day Goals List
- Understanding Time and Intention
- Setting and Prioritizing Goals & Activities
- The “Inbox” Case Study (customized for each client organization)
- Identifying and Minimizing the “Time Thieves” in Your Life
- Time Tips

Program Details

Session Length: 1 day

Number Of Participants: 8 - 20

Outcomes

Participants will learn how to:

- Better manage their time by truly understanding the concepts of control, influence and choice
- Develop a correlation between their day to day activities and organizational and lifetime goals
- Assess and prioritize their goals and other elements of their current workload
- Apply the skills they have acquired by means of a case study
- Identify the major time thieves in their environment and develop strategies for dealing with them
- Utilize tools and tips for prioritizing, planning and protecting their time.