



## ***Time and Task Management***

*Duration:* 1 day

*Audience:* Employees at all levels

*Pre-requisite:* Time Management Individual Assessment

This one-day program is designed to provide participants with a rare opportunity to systematically review how they get work done and to put specific action plans in place in order to improve efficiency and effectiveness.

Using a valid time management assessment, participants identify their own time management style as well as their strengths and opportunities in managing time and tasks. Facilitated discussions explore the mindset of a “good” vs. a “poor” time manager... attitude is everything! Activities help participants make specific behavioral changes that, if applied, will give them better control over their time.

*Learning Objectives:* At the completion of this program participants will be able to:

- Identify the attitudes and habits that keep you from well managing time and task.
- Learn to prioritize activities and tasks.
- Analyze one day’s activities/meetings/tasks to identify strengths and opportunities.
- Learn to schedule tasks to maximize time each work day.  
Use the power of “no-gotiations” to keep others from inhibiting your ability to well-manage time.