RED SKY

Time Management
Program Outline

Overview

In today's business environment, workloads and expectations have never been higher. Individuals are asked to complete more work in less time. This often leads to stress and a sense of helplessness, not to mention having a detrimental effect on one's personal life.

This program addresses some of the most common time management issues and provides simple, practical tools that are immediately useable by anyone.

Topics

- Common Time Management Issues
- Circles of Concern and Influence
- Individual Goal Setting
- Time Management Matrix
- Assertion
- Planning for the Future

Outcomes

- Greater awareness of time management issues
- Clarity around what is truly important to them
- Able to assert themselves without been seen as aggressive
- Practical tool that can be used weekly
- Reduced stress levels (over time)

Duration

Half-day