

Time Management Workshop

Services	Deliverables
▪ Time Management Workshop	▪ 4 hour workshop for up to 15 participants

Time Management

The concepts of good time management are taught and applied in this four-hour workshop. The workshop provides participants with an understanding of the benefits of good time management as well as the drawbacks of bad time management. It will also equip them with various tools and best practices for effective management of their time.

Cyril Parkinson said: *“Work expands so as to fill the time available for its completion”*. Expanding your time can increase the amount and/or the quality of the work you complete. This workshop will teach concepts that will effectually expand your time.

Outline:

- Why is time management important?
- Goals, Priorities, and Planning
- TO DO Lists
- Desks, Paperwork, and Telephones
- Scheduling Yourself
- Delegation
- Meetings
- Technology
- General Advice

At the completion of this workshop, participants will:

- Be able to clarify goals and achieve them
- Know how to handle people and projects that waste their time
- Handle people and projects that waste their time
- Be involved in better delegation
- Work more efficiently with their boss/advisor
- Learn specific skills and tools to save time
- Overcome stress and procrastination

The company will provide the classroom and refreshments for participants and the AKA trainer.

“Remember that time is money”
Benjamin Franklin 1748

The Time Management Funnel

