



Time Management Workshop

Ninety-eight percent of professionals we work with struggle with time management. A majority of them have never been to a time management program in their career. Would a four hour investment in your time be worth leveraging a 10-30% efficiency gain in your week?

Objective: To understand how personal behavior affects time management and to create new time management practices and guidelines.

Methodology: Exploring and action planning a variety of workplace topics that can affect and improve one's efficiency and effectiveness in time management. Personal behavior and its impact on one's time management is also explored through a personalized DISC Time Plus Report.

Program Overview:

- Prioritizing tasks more effectively
- Estimating Time on Tasks
- How to manage "over-committing"
- Reactive vs. Proactive time management
- Staying focused on the "Critical Few"
- Understanding how human behavior impacts time management
- Simple techniques to better manage time
- Assessing and Organizing Tasks
- Estimating Time on Tasks
- Understanding Barriers to Change
- Measuring Return On Time Invested
- Action Commitment
- Putting it all together

Fee: \$285 per participant

Program length: 4 hours

To register for this program:

<http://www.kerrhill.com/register.asp>

To see a sample DISC "TIME Plus" report:

http://www.kerrhill.com/documents/Time_Plus_2007.pdf

