

Effectively Manage Your Time and Your Priorities

Shorter deadlines, competing priorities, endless meetings, interruptions and higher quality expectations are just a few of today's time challenges. Yet the number of hours in the day remains the same. You can solve this dilemma by learning the practical skills revealed in the Time Mastery Seminar.

Identifying Where to Begin

Attendees receive two profiles that pinpoint their level of time management and their development needs. The **DISC Time PLUS** analyzes the probable causes of inefficient time usage based on behavior style and the **Time Mastery Profile** reveals strengths and weaknesses in each of the 12 time management attributes:



Master the 12 Attributes of Time Management

Time mastery is not a single issue but is multidimensional. Complete with your own Time Mastery Profile that measures your level of mastery in each of the 12 Time Management Attributes, this 6-hour workshop will help you enjoy work and life more every day. Discover the elements of time management that you have mastered and how you can improve your overall performance.

1. *Attitudes*
2. *Goals*
3. *Priorities*
4. *Analyzing*
5. *Planning*
6. *Scheduling*
7. *Interruptions*
8. *Meetings*
9. *Paperwork*
10. *Delegation*
11. *Procrastination*
12. *Teamwork*

Outline of Topics

- Key Concepts About Attitudes
- Self-Discipline - The Key To Personal Freedom
- Changing Habits
- Establishing Clearly Defined Goals
- Making Decisions Through Prioritizing
- Conquering Procrastination
- Controlling Interruptions
- Improve Meeting Effectiveness
- Analyze Your Time Usage
- Creating a Master Plan For Effectiveness
- Delegation Strategies
- Building an Action Plan

The 30-page workbook takes participants through each of the 12 Time Management Habits and helps them prepare Action Plans for improvement.

Turn Activity into Accomplishment