

Mastering Time and Priorities

Thursday, November 5

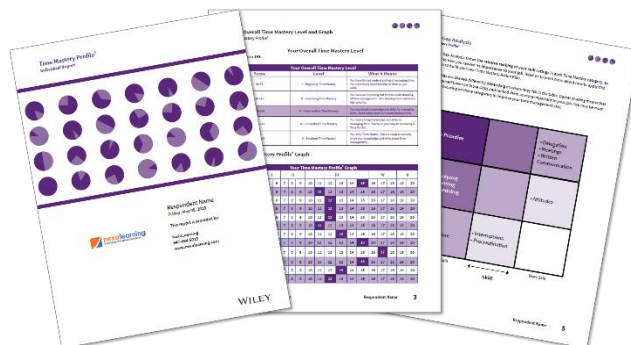
12:00 - 1:30 PM ET

\$195/person

Quantity Discount Pricing Available

Gain Freedom and Focus to Target Your Key Priorities and Make Your Meetings Work

Setting priorities and managing time effectively is a critical skill for achieving one's own goals and managing others to achieve departmental goals. Each participant will receive a self-assessment profile to identify individual strengths and development needs in 12 areas of time management:



Attitudes toward Time
Goals
Priorities
Analyzing
Planning
Scheduling

Interruptions
Meetings
Correspondence
Delegation
Procrastination
Time Teamwork

Learning Outcomes

By the end of this course, participants will:

- Gain tips and techniques for identifying and focusing on key priorities
- Know how to plan effectively on a monthly, weekly and daily basis
- Learn how to manage interruptions and schedule time effectively
- Recognize which category of time mastery has the biggest impact on their performance now (which they may not have even been aware of)
- Create specific goals that are unique to their own time challenges

Bonus Learning Resources Included with This Course

- [Assessment: Time Mastery Profile](#)
- eLearning On-Demand Course: *Meeting Management*
- Templates: Time Management and Meeting Management Worksheets
- Whitepaper: Startling Statistics about How we Use Our Time
- eBook: Productivity Tips
- Radio Show: Time and Priority Management
- Daily Motivational Quotes