



Time Management

Discover tools and techniques to efficiently manage time

In today's business climate, every member of the organization is challenged to accomplish more in a given day. This can be difficult and lead to increased stress for employees. In this course, participants will learn many time management tools and techniques that not only help them complete their projects and tasks more efficiently, but also help them manage their stress load.

The Experience

A great deal of misunderstanding surrounds the term "time management". Participants will explore the concept of time management and what it truly requires. Large projects, in particular, can be overwhelming and lead to procrastination; it is often difficult to know where to begin.

Participants will learn to utilize a tool which will help them take large projects and break them down into manageable chunks. This tool will also help leaders identify which tasks can be delegated; thereby both freeing up their time and developing their employees.

Planning is essential to effective time management. Participants will learn to utilize a three-step process that will help them organize and prioritize their time. Despite the best planning, everyone experiences time wasting activities. Common time wasting activities will be explored and solutions for overcoming these will be generated through a group activity. The session will end with action planning by identifying next steps after the session for creating change.

Objectives:

After completing this course, you will be able to:

- Define time management
- Develop an effective planning process
- Identify time wasters and what to do about them
- Create an action plan for future development

Key Outcomes:

- Increased productivity
- More organized work flow
- Increased efficiency

Duration | This course has a 4-hour ILT or 2-hour VILT agenda.

Target Audience | All levels

Class Size | This course is designed for up to 25 participants.

Available Language | English

••• For more information about **Time Management**, please visit www.gpstrategies.com.



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