



*The Spark That Creates Extraordinary Results!*

## **TIME MANAGEMENT**

Setting goals is a key to the success of any plan. The ability to prioritize those plans, and achieve them is another key factor. When our ability to define, set and plan goals is hindered we struggle to achieve greatness. Participants learn to prioritize with purpose, manage and set goals that can be achieved. Avoid time wasting activities and focus on what matters. Goal achievement! Learn skills to effectively set expectations for others, avoid time thieves and remove distractions from your daily routine.

### **WHAT YOU WILL LEARN:**

- Discover your time management needs
- Determine your priorities at work
- Setting goals, task and priorities
- Set realistic expectations for others
- Create a daily action plan and stick to it

### **COURSE OBJECTIVES:**

- Set Goals that are attainable for your business
- Determine your own strengths and weaknesses
- How to avoid time wasters
- Using Email effectively as a source of gaining time
- Managing Expectations, yours and others

There are only 24 hours in a day, we can't add more hours, but we can manage those we have more effectively. Setting our priorities and avoiding tasks that waste time will utilize our time more effectively. When we set goals and maintain a focus on them our time becomes more valuable.

### **THE PURPOSE**

Time management is a process of changing our environment, using our skills to advance toward the goal, and creating work and task that advance us. If you want more time with family, for a hobby, to do those things that matter, Time Management is a great tool to help you.

### **THE END RESULTS**

Each participant will create a personal action plan at the end of the course to implement best practices learned and immediately implement the new skills and advance toward set goals.

18 participants

4 hours