## Benefits To The Organization:

- Help your organization to redefine the work culture
- Understand how group time (meetings, team time) could be used more efficiently
- Use common terminology to discuss work habits
- Create performance discussions that are less personal and more objective
- Agree on policies that affect individual and group time

## Benefits To The Individual:

- Identify one's time mastery strengths and challenges
- Recognize and focus on the most important, not just urgent, activities
- Plan time to accomplish key goals
- Eliminate procrastination
- Manage interruptions
- Delegate responsibility
- Create a targeted personal Action Plan for effective time mastery

## Contact

Quantum Learning Solutions, Inc.
1515 Market Street
Suite 1200
Philadelphia, PA 19102

Telephone: 800-683-0681

www.quantumlearn.com

# Time Management

Are the employees in your organization struggling with the necessity to accomplish ever-increasing demands in limited time? Do they seem to be busy, yet not as effective as they could be? This program is designed to help participants identify their unique time challenges and develop a targeted action plan to maximize their productivity.

**Length:**    Half Day

**Major Topics:**

- Time management challenges
- Investing vs. spending time
- Establishing goals
- Distinguishing importance from urgency
- Handling interruptions
- Responding to email
- Overcoming procrastination
- Developing a personalized Action Plan

This program utilizes the Time Mastery Profile® to help participants assess their strengths and development needs in the following areas:

| | |
|---|---|
| Attitudes towards time | Interruptions |
| Goals | Meetings |
| Priorities | Correspondence |
| Analyzing | Delegation |
| Planning | Procrastination |
| Scheduling | Time Teamwork |

**Delivery Options:**

This program can be delivered in the traditional or virtual classroom.

We can facilitate and/or provide Train-the-Trainer resources.