

Time Management

The implications of time will be the immediate object of focus in a variety of activities. After taking Inscape's *Time Mastery Profile*, participants will be given an opportunity to address the 12 categories of time management. An interactive activity will be used to involve participants in the categories. Actions for improvement will be addressed throughout the module.

Objectives

- ★ Recognize how you manage time.
- ★ Identify ways in which you typically use time effectively and ineffectively.
- ★ Identify specific ways to improve your time management skills in twelve categories.
- ★ Share examples of time management tactics or techniques that work effectively for you.

Training Time

- ★ 8:00 AM - 4:10 PM or
- ★ 8:00 AM - 12:00 PM, discussing only those categories most critical to the class, or
- ★ 5 lunch and learns, typically 1 to 1.5 hour sessions

Attendees

All employees, especially those with time management issues

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

Inscape's *Time Mastery Profile*. Contact Jessica Selasky at 513-336-9194 or www.confidencebuilders.com.

Investment

\$2,000. In other words, if you have 150 participants, it would cost \$13 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$8 each; 500 participants = \$4 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Note: 8:00-12:00, discussing only those categories most critical to the class; 5 lunch and learns, typically 1 to 1.5 hour sessions)

Session 1 (100 minutes)

- Objectives
- Introduction
- Time Mastery Profile
- Changing Habits
- Time Robbers

Break

Session 2 (170 minutes)

- Presentation Preparation
- Improving Attitudes
- Setting Goals
- Establishing Priorities
- Analyzing

Lunch

Session 3 (100 minutes)

- Planning
- Scheduling
- Curbing Interruptions
- Improving Meetings

Break

Session 4 (120 minutes)

- Written Communication
- Delegation
- Procrastination
- Team Time
- Wrap Up