



OVERVIEW

This hands-on one-day program is designed to help participants better manage their time. The program has participants reflect on the mindset required to better manage their time and it provides the skills and tools necessary for successful time management.

By the end of this workshop participants will be able to:

- Assess their current mindset and approach to time management
- Apply prioritization filters in order to manage time more effectively
- Recognize the impact between activity vs. productivity drive behaviors
- Consider the value of information on achieving results
- Identify the impact poor time management has on our health
- Select time management best practices to apply
- Analyze how to more effectively manage up
- Determine where it is best to place your time and energy

PROGRAM FLOW: KEY CONTENT AREAS

Welcome

- Introduction, Learning Objectives
- How to make your day last longer

Time Management

- Assessment—Rotter Continuum
- Focus on the right things – being present
- Application

Priority Setting

- Billy's Homework
- Urgency and importance matrix
- Applying the filters
- Application

Managing Monkeys

- Peers and subordinates
- Dealing with manager requests

Kanban Thinking

- Goal shifting and rule activation
- Commitment and stress—open loops
- Kanban activity

Managing Up

- What it is and is not
- BOSS four step solution
- PCAN
- Staying aligned

Workshop Close