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## **Time Management – Getting Organized**

This program will help you determine your own time style and make it work for you. You will also learn techniques involved in self-management that will assist you in getting more done in less time.

### **Program Content:**

#### **Introduction**

- How are You Spending Your Time?

#### **What is Your Time Style?**

- Identifying Your Time Style
- Your Style Strengths and Weaknesses

#### **Planning**

- Daily Cash for Life
- How Well do You Plan?
- Putting a Jump-Start into Your Day

#### **Time Wasters**

- Too Many Gadgets
- Interruptions

#### **Getting Organized**

- What is a Priority and How do You Know it is?
- The Healthy 'To-Do List'
- Work Space Organization
- Information Overload

#### **Creating more Time through Delegation**

- How Much is Your Time Worth?
- How to Delegate
- Time Management Tips for Leaders

#### **Projects and Meetings**

- Managing Project Time
- Welcome to Meeting Madness
- The Timely Approach to Meetings

#### **Balancing Work and Home**

- Juggling
- Stop and Reflect Workshop
- What are your Values?
- Taking back your Life
- Time for Renewal