

## Strategic Time Management

This program will help participants to recognize how to maximize their time and plan accordingly.

### Program Content:

#### Introduction

- What is Time Management
- Objectives

#### Do You Have a Time Style?

- Identifying Your Time Style
- Time Style Profile
- Your Time Style Strengths
- Your Time Style Weaknesses
- How are You Spending Your Time?
- How Much is Your Time Worth?

#### Prioritize It

- What is A Priority and How Do You Know it is?
- What is "Urgent", "Strategic" and "Necessary"
- Where Should Your Time Be Spent?
- Your Ideal Work Day

#### Plan It

- Planning Style Assessment
- Planning, From Start to Finish
- Planning Successfully
- The Planning Model
- Action Steps
- Action Planning Worksheet

#### Time Management Tools

- Dealing with Gadgets
- The BlackBerry
- The Telephone/Cell Phone
- E-Mail
- The Calendar
- Handling Interruptions

**Facilitation:** 1 day (1 Gold Seal Special Industry Course (SIC) Point)

