



TIME MANAGEMENT & PERSONAL EFFECTIVENESS

Workshop Summary

Increasing demands are causing people to work longer hours & taking less time to reflect, renew & prioritize. This workshop helps leaders clarify meaningful objectives, prioritize actions, and get the work that matters done with work-life balance.



PRE-WORK

1. Make work goals SMART
2. Complete Time Allocation Tracker
3. Reflect on a Healthy Mind
4. Download "Goals Sheet" and "Rule of 3" sheet



HALF-DAY WORKSHOP & PARTICIPANT WORKBOOK

A step-by-step guide, packed with tools, to help participants get the most out of training.



TOOLS & TEMPLATES

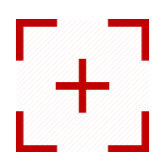
Customizable worksheets, checklists, sample scripts, and templates your managers can start using immediately, post training: A sample of the resources are indicated, below:

1. Time Investment Calculator
2. Time Allocation Tracker
3. Time Log Template
4. Defining Success Questionnaire
5. Goals Sheet Template
6. Weekly Rule of 3
7. Productivity Habits Infographic



POST-WORK

- Use the Learning Tool provided to debrief with their manager and team
- Commitment Challenge Template
- Finalize Habits to Implement
- Further reading



OPTIONAL DELIVERY

- Half-or-Full Day Instructor Lead Training
- Face-to-face or Virtual Delivery (Network of 20+ Trainers Globally)
- Highly Customized or Off-the-shelf
- Train-the-Trainer Process Available