

## Time Management

Program Title	Program Outcomes
Session 1 – Effective Time Management	<ul style="list-style-type: none"><li>● Understanding of where time is spent</li><li>● Develop the mindset to overcome time management obstacles and work more efficiently</li><li>● Apply tools to plan, organize, and manage our time</li><li>● Leverage time and increase productivity working smarter, not harder</li><li>● Plan and conduct effective meetings</li></ul>
Session 2 – Where Does our Time Go	<ul style="list-style-type: none"><li>● Gain perspective by reviewing the current business reality, the speed of change, and the Pareto Principle</li><li>● Review the components of, and obstacles to, effective time management</li><li>● Understand and learn to monitor our work habits</li><li>● Identify our personal multiple demands and distractions</li></ul>
Session 3 – Components of Time Management	<ul style="list-style-type: none"><li>● Attitude and Stress</li><li>● Planning</li><li>● Prioritizing</li><li>● Organizing</li><li>● Decision-Making</li></ul>
Session 4 – Obstacles to Time Management	<ul style="list-style-type: none"><li>● Tyranny of the Urgent</li><li>● The Wheel of Life</li><li>● Work Smarter, not Harder</li><li>● How to Prioritize &amp; Get Organized</li></ul>
Session 5 – Principles for Effective Time Management	<ul style="list-style-type: none"><li>● Productive Procrastination</li><li>● Unproductive Procrastination</li><li>● Causes of Procrastination</li><li>● The Art of Procrastination</li><li>● Tips to overcome Procrastination</li></ul>