Time is limited, so getting the most out of every minute is critical. In this course, you will learn to improve your focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of your time. You will acquire time management tools and decision-making techniques to help you focus on purpose and achieve your goals, balancing the needs of both your business and personal life.

WHO SHOULD ATTEND:
Professionals wishing to maximize their productivity and efficiency by investing their time more effectively.

JOB ROLES:
Personal Development
Leader of Teams/Projects
Leader of Managers/Departments
Leader of Organizational Strategy

OBJECTIVES:
- Time Management
- Prioritization
- Organization
- Workflow
- Productivity

COURSE OUTLINE:

Wise Time Management
- Identifying Time Wasters
- Applying the 80/20 Rule
- Utilizing Calendars
- Creating Rituals

Prioritizing Your Time
- Taking Charge of Your Time
- Protecting Your Time through Assertiveness

Planning Wisely
- Managing the Power of Your Productivity Journal
- Finding Hidden Time
- Chunking, Blocking, and Tackling

Organizing Your Workspace
- Decluttering
- Managing Workflow
- Taking Control over Email

Tackling Procrastination
- Knowing Why You Procrastinate
- Nine Ways to Avoid Procrastination

Crisis Management
- Weathering the Storm
- Creating and Executing a Plan
- Applying Lessons Learned

Increase Your Productivity
- Applying Productivity Tools
- Finding What Works
- Eliminating the Word Should
- Building on Success

We Ensure Personal & Professional Growth Through:

TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY
- eBooks, On-Demand Courses, Quick Videos,
- Personal & Team Assessments, Tools & Templates.

New Horizons
Computer Learning Centers

www.newhorizons.com
Prioritizing Your Time Effectively

Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

Prioritizing Your Time Effectively | 2 Days

Reinforcement Videos
- Habit 3: Put First Things First featuring Stephen Covey
- Priorities: Making Trusted Choices featuring David Allen
- Aligning Vision with Priorities featuring Robert Kaplan
- Effective Leadership: A Process of Continuous Self-Improvement featuring Marty Evans
- The 8th Habit: From Effectiveness to Greatness featuring Stephen Covey
- Build in your Personal Reset Button: The Weekly Review featuring David Allen
- Nurturing Your Own Creative Thinking featuring Gaia Grant
- The Myth of Multitasking featuring Tony Schwartz
- The New Time Management featuring Jurgen Wolff
- Time Management: The Root Cause of Procrastination featuring Dan Ariely
- How to Match Your Time with Your Key Priorities featuring Robert Kaplan
- Avoid Distractions at Work featuring Laura Stack

Challenge
- Challenge: Setting and Managing Priorities

Tools
- Strategic Framework
- Goal Rating
- Leadership Vision and Values
- Discretionary Time
- Priority Matrix
- Priority Disruptions

Test
- Leadership Advantage Test Yourself: Setting and Managing Priorities

Core Message
- Leadership Advantage: Setting and Managing Priorities 2.0

Case Study
- Prioritizing Business Goals
- Personal Values Influence Priorities
- Personalities and Priorities
- Categorizing Priorities

Key Concept
- Key Concept: A Strategic Framework for Priorities
- Key Concept: Priorities Need Realistic Goals
- Key Concept: Prioritizing Goals
- Key Concept: Start with Yourself
- Key Concept: Personal Values and Priorities
- Key Concept: Personality Types and Priorities
- Key Concept: Priority Management Toolkit
- Key Concept: Decide to Get Organized
- Key Concept: Prioritize Your Tasks
- Key Concept: Minimizing Priority Disruptions

Book Summaries
- Know-How: The 8 Skills That Separate People Who Perform From Those Who Don’t by Ram Charan
- Creating the Accountable Organization: A Practical Guide to Improve Performance Execution by Mark Samuel
- The 8th Habit: From Effectiveness to Greatness by Stephen R. Covey
- The Age of Speed: How to Thrive in a More-Faster-Now World by Vince Poscente
- predictable results in Unpredictable Times by Stephen R. Covey, Bob Whitman and Breck England

Blueprints
- Time Management Strategies for CEOs: Where to Focus Efforts that Will Have the Most Impact on the Bottom Line of the Company by Paul J. Galeski P.E., David A. Hoefi and R. Edward Howell

Leader-Led Activities
- Realistic Goals Discussion Guide
- Getting Organized Facilitation Guide
- Strategic Framework Facilitation Guide
- Using a Priority Matrix Facilitation Guide
- Start with Yourself Application Guide

Self-Assessment
- Realistic Goals
- Value Drivers
- Personality Type
- Getting Organized

e-Books
- Make Every Second Count: Time Management Tips and Techniques for More Success with Less Stress
- Time Management Secrets: The Experts Tell All
- Time Management: Set Priorities To Get The Right Things Done

Videos/Courses
- Time is the Most Precious Resource
- Finding Time for Innovation
- Time Management: The Six Box List
- How to Manage Your Time and Energy

Materials listed above are representative and do not include all assets, which are subject to change as titles and resources are always being updated.