

Time Management

While technology has revolutionized how the world stays connected, it has also created a crisis in time management as we now can be contacted 24/7.

Our **Time Management** workshop brings dramatic results and offers the necessary techniques and resources for participants' to succeed. Born of extensive research on the methods and strategies individuals and the collegiate community as a whole can use to gain back control of their time, this workshop arms participants with tools even the busiest student, instructor, or staff member can use with significant effect. Participants will learn how to handle interruptions, the importance of long-term planning, prioritizing tasks, and more.

We provide the tools and resources necessary to place control back into the hands of even the busiest folks in any sphere of collegiate life.

Time Management Workshop will:

- Define "efficient" and "effective" and discuss the importance of each
- Ask participants to ponder the question, "Is this the best use of my time?"
- Show how to manage interruptions such as calls, visitors, emails, and other time bandits.
- Reveal the remarkable impact of a proactive approach to time management
- Accentuate the benefits of long-term planning
- Provide insight into determining whether or not something is "important" or "urgent."

This workshop can be conducted for any group size. Larger groups require multiple sessions or more trainers for the overall event.

To ensure a great experience, aspects of the program may be modified to benefit your group size, group makeup, and time available.

Program Details

Group Size:

30 to 100+

Team Size:

Program Length:

2 to 2.5 hours

Space Requirement

Setting:

Select

Physicality:

Select