



Beyond Time Management™

OVERVIEW

Beyond Time Management™ goes further than simply teaching people how to prioritize the volume of work to be done. This one day leadership course gives leaders the necessary skills and tools to ensure that they walk away with a clear vision as to how they can personally maximize the value of their time within the organization.

THE PROGRAM

The day begins with an overview and discussion around the three key principles for achieving maximum value from your time:

- *Seeing Broadly (understanding what is important)*
- *Maximizing Accomplishment (take the best approach)*
- *Setting Priorities (using the filters of urgency, authority, time and impact)*

After achieving a thorough understanding of these principles, participants practice their application during an experiential activity in which they need to differentiate and select from their many priorities. They discover that as more tasks and accountabilities arise, they must re-examine their priorities and juggle where necessary. Participants achieve success when they apply the principles of Beyond Time Management™.

Finally, each participant will identify and take a broad view of their real-world priorities in order to help understand where they should focus their attention. From there, each participant works through the process of re-prioritizing their accountabilities by using the appropriate filters. They walk away with a clear picture of how to achieve maximum value from their time on the job.

KEY LEARNING POINTS

- Learn how to gain perspective by taking a broad look at all accountabilities and tasks
- Discover how to evaluate “good” things versus “best” things, and do the best things first
- Recognize the value of a future focus
- Learn how to use the filters of urgency, authority, time and impact to set your priorities
- Understand how to re-prioritize when new demands occur

PRACTICAL DETAILS

- Full day session
- Workshops may range from 10-40 participants
- Delivery may be tailored to any leadership level
- Customization options available

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