

TRAINING

Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, assessments, role-play, teamwork, skill practice, coaching, and evaluations. This one-day workshop will be fun and interactive.

OBJECTIVES

- Create personal governing values.
- Understand why actions don't always match values.
- Set priorities.
- Identify and eliminate common time robbers.
- Practice writing effective goals.
- Improve productivity both on and off work.
- Create a custom fit plan to balance work and life aligned with your priorities and values.

COURSE CONTENT

What is time management?

- Why traditional time management systems don't work for you.
- Are you trying to put a round peg in a square hole?
- "One size won't fit all".
- A more holistic approach.
- Self-assessment.
- Comparison of divergent thinkers and convergent thinkers.

Learn the direct relationship between event control, self-esteem & productivity

- Time as an occurrence of events.
- Time management is developing skills to control the events in our lives.
- Stop thinking time management and start thinking event control.
- Direct relationship between self-esteem and productivity.

Understand how to identify governing values

- Our foundation for personal fulfillment.
- Bring together what we do with what we truly value.
- Write your values and make a commitment to follow them.

Develop skills for planning, prioritizing, and decision-making

- Understand your values and priorities.
- Create your own time management system.
- Learn how to creatively use a to-do list.
- Understand the question: "What is the best use of my time right now?"
- Review work assignments to determine priorities.

Identify and eliminate time robbers

- Maximize phone time.
- Handle interruptions.
- Set boundaries.
- Know when you're procrastinating and why.
- Organize your workspace to fit your personal style.
- Learn tips on cutting down clutter.
- Develop techniques for easing e-mail madness.

The four human needs

- Spiritual.
- Emotional.
- Physical.
- Social.

How to balance these needs?

Creating Balance

- Assessment: “Am I in Balance?”
- Schedule playtime.
- Understand why good health is important.
- Know where you put most of your energy.

Goal Setting – long term, immediate, and daily

- The key to maintaining balance is making sure our daily task list is built on solid governing values and goals.
- Develop SMART goals in all areas of life.
- Plan your day.

Action Planning

Each participant creates a custom fit plan to balance work and life aligned with their priorities and values.

CLASS SIZE

Maximum of 16 people per workshop.

EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.