

# Time Management Training

In this three-hour workshop, learn the benefits of effective time management, how to implement time management techniques, tools to prioritize professional and personal tasks, and useful tips for maximizing time, minimizing distractions, and avoiding procrastination.

Group classes in Live Online and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://training-nyc.com/courses/time-management-training>



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## Course Outline

### Module 1 – Time management

#### I. What is time management?

- Being busy is not the same as being productive
- Not just about using tools
- The benefits of time management

#### II. Tracking your time

- Building self-awareness through self-assessment
- Tracking your time with tools

#### III. Six time management strategies

Set goals, organize, plan ahead, maximize time, prioritize, eliminate distractions

### Module 2 – Time management strategies

#### IV. Setting goals, organizing, and planning ahead

- Set goals
- Implementing a goal framework
- Shift from tasks to results

#### V. Organize and plan ahead

- Create daily to-do lists, schedule tasks, weekly plans
- Time boxing-cross between a calendar and a to-do list

### Module 3 – Making the most of your time

#### VI. Maximize time

- Time-saving tips
- Peak performance time
- How to maximize time in meetings
- Taking breaks

## **VII. Prioritize**

- The Priority Matrix (Steven Covey)
- Urgent versus important – key to prioritizing your time
- Delegate

## **VIII. Deal with distractions**

- Procrastination
- Avoiding distractions