

# Time Management Training: Managing Work & Relationships (TIMEM, 1 jours)

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## Description

There are 168 hours in every week. Time enough to work, live, love, sleep and have fun, right? Modern life can seem to take over, running from activity-to-activity, deadline-to-deadline. The course Managing Work & Relationships (Time Management Training) will help participants understand their personal time-crunch matrix, identify their priorities, set clear goals, and learn how to apply specific tools and techniques to gain breathing room again.

## Tarifs

- Tarification: \$850/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

## Plan de cours

### Principles of Time Management

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What is Time Management

Over Time, Over Budget, Over-burdened, Overwhelmed

Stress - the real toll

Fundamentals of Time Management - managing yourself, managing your work, managing your relationships

Time Wasters

Intruders

### Self-Assessment - Time-Crunch Matrix

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7-days, 168 hours

Mapping Priorities

Setting Goals

Personal hurdles - how to stick to the plan

### Time Management Tools to Get You Ahead of the Curve

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Managing meeting madness

Identifying SMART objectives

The 80/20 Rule (Pareto Principle)

Using GANTT charts (Excel)

Tech blockers

The Art of No

The beauty of delegation

If you say it, do it - power of setting goals and priorities

Nanna's notes and lists

Workspace organization

Personal planning systems

### Your Time-Management Makeover Plan

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Review self-assessment

Managing yourself

Managing your workload

Managing your relationships