**Powerful Presentations: Time Management: Empowering Productivity**

**Course Description**

We all struggle in managing our time efficiently and effectively. With contestant demands at work and at home, it's essential to discover how we can succeed and maximize our time investment. By considering both time and attention management we discover the ability to control distractions, and engage in sustained (focused) attention when necessary, which should be a part of almost every day.

**Who Should Attend**
Business professionals who want greater control of their time, management style and life.

**Learning Objectives**On completion of the course participants will be able to:

* Define their values, goals, targets and priorities
* Plan workloads and take a positive approach to decisions
* Recognize and avoid various “time traps”
* Utilize a variety of time management methods
* Develop an action plan to apply in the workplace

**Course Outline**

* **Discovering Your Primary Motivation**

Managing our time effectively starts with better understanding our natural strengths and weaknesses and leveraging what we can to maximize our day.

* **Goal Setting & Managing Distractions**

We’ll cover a variety of reasons that distract us from our goals, and cover other topics including:

* The concept of “time slicing”
* Practical steps to prioritizing
* Establishing a “power hour”
* Delegate & elevate
* **Clearing the Clutter**

Clutter can significantly deter us from appropriately managing our time. But clutter is more than just in the room or on the desk; it’s in the mind. Here we’ll explore how to keep clutter under control.

* **Clarify with Communication**

If we can deter conflict due to poor communication, we won’t spend hours wasted on dealing with the fallout. Together we’ll look at how to clearly articulate goals, responsibilities, and deadlines so that miscommunication doesn’t slow us down.

**Course Format – 8 hours**Combination lecture and classroom exercises.