

TIME-MANAGEMENT WORKSHOP

INTRODUCTION: Ninety-eight percent of professionals we work with struggle with time management. Yet surprisingly, the majority of them have never been to a time-management program in their careers. Kerr Hill knows has evidence that a four-hour investment in its *Time-management Workshop* yields a 10-30% work efficiency gain.

OBJECTIVE: To understand how personal behavior affects time management and to create new time-management practices and guidelines

WHO SHOULD ATTEND: Anyone seeking to improve their time-management skills

PROGRAM OVERVIEW:

- Being aware of the top 10 time most common time wasters
- Prioritizing tasks more effectively
- Estimating time on tasks effectively
- Managing “over-committing”
- Reactive vs. Proactive time management
- Focusing on the “Critical Few”
- Understanding human behavior’s impact on time management
- Practice the “Delegation Exercise”
- Assessing and organizing tasks
- Estimating Time on Tasks
- Understanding barriers to change
- Measuring “Return On Time Invested”
- Committing to action
- Putting it all together

METHODOLOGY: Exploring through video and group dialogue, interactive exercises and action planning to improve one’s efficiency and effectiveness in time management. Understand personal time wasters through a personalized DISC Time P.L.U.S Report.

PROGRAM LENGTH: 4 or 8 hours

COURSE SIZE: A minimum of 6 people and up to 12 per session.

PROGRAM LOCATION: Onsite at client location or at an offsite meeting facility.

PROGRAM FEE: Please [contact us](#) for session rates.

WEBSITE OVERVIEW: [click here](#).

To see a sample DISC Time P.L.U.S report, [click here](#).