

Time Mastery For Managers

Course Length

One day

Course Description

This one-day workshop will help participants use time more effectively. Successful time management is a continuous process of self-management and managing others. You will explore the challenges managers face in managing their own time while providing support and direction to subordinates. While managers are different and face different work challenges, this program will identify successful ideas, techniques and strategies to help every manager make better use of time available. We will discuss meeting management and delegation as key means for managers to save time.

Who Should Attend

Anyone who experiences too much to do and not enough time to do it.

What You Will Learn

- Recognize the barriers to managing time effectively.
- Identify methods for overcoming barriers.
- The root causes of time management challenges.
- How to manage others to be more effective and efficient.
- Conduct more efficient meetings and delegate more effectively.
- How to balance being accessible to others while controlling interruptions.
- Apply time management techniques to control interruptions, crises, procrastination and time wasters.

How You Will Benefit

- Feel more in control of your life.
- Spend more time on what is important to you.
- Reduce stress by identifying what you can control.
- Use a wide variety of time-saving techniques and tools.
- Work more effectively with colleagues and superiors.