

Time Allocation - Topics

20% Strategic Framework

- Discover causes of and solutions for common time leaks that need to be plugged
- Get your brain to work for you instead of against you when it comes to managing your time
- Learn the 3 keys to telling your time what to do
- Negotiating Time with Yourself 5% Strategic Overview
- Experience the secret to effective time blocking

25% Tactical Application: Identify your high value responsibilities

- Determine your priorities when everything is important
- Stop chasing low-hanging fruit
- Get things done despite interruptions and being called on to put out fires

15% Tactical Application: Daily Planning

- Create to-do lists that actually get done
- Develop a weekly time blocking plan
- Morph your calendar when fires (or great opportunities!) crop up

15% Tactical Application: Long Term Planning

- Manage your or your teams projects and avoid around-the-clock, last minute work
- Negotiating Time with Others

15% Tactical Application: Create a More Efficient Team

- Help your employees and colleagues better manage your schedule
- Help your employees and colleagues better manage their time
- Reflect with Power

5% Identify the next steps on your road to even more productivity success

Focus

Primary - Leadership Development

Commitment, Communication, Decisiveness, Empathy, Interpersonal Relations

Secondary - Planning/Organizing

Problem Identification, Selecting and Organizing Information, Determining Required Resources

Tertiary - Executing/Controlling/Evaluating

Delegation, Coordination, Quality Control, Follow-Up, Results Analysis, Evaluation

Level

Introductory

Intermediate

Advanced

FOR REGISTRATIONS PLEASE CONTACT: **Evangelia Zouras**

Phone: **+1 (201) 414-7380** Email: **newjersey@ims-online.com** Website: **www.ims-online.com**