

EFFICIENTLY & EFFECTIVELY MANAGE YOUR TIME & YOUR LIFE

# TIME MANAGEMENT WORKSHOP

Effective time management is a key to achieving personal success. In this workshop, I will guide you through a series of tools and methodologies to understand and improve how you use your time. We will identify time management barriers and develop action plans to address them. We will even learn what to say “No” to and how to prepare a time management plan.

## HOW I DELIVER

This 4-hour workshop will allow you to answer key questions, such as:

- What is time management and how does it affect me?
- How can I identify time management barriers and priorities?
- What action plans can I develop to address barriers?
- What can I say “No” to?
- How can I balance my life and priorities?

Participants “learn through doing,” so not only will they have powerful tools to better manage their time, but also be able to apply those tools to the business and in their personal lives.

## PRACTICAL OUTCOMES, NOT THEORY

As a participant, you will:

- Walk away with a clear and concise One Page Plan and roadmap for your own time management
- Gain clarity on how to improve your business through time management
- Identify time management barriers and priorities
- Develop action plans to address time management barriers
- Understand life balance and belief systems

This workshop can return powerful results for your team, your business and everyone that attends. Reach out to me for additional information or to schedule yours today.

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### About Us

Accountable For Change helps business leaders diagnose issues, define priorities, determine the step changes that need to occur, and deliver results that lead to companies that demonstrate sustainable success.