strata
LEADERSHIP, LLC

TIME MANAGEMENT

Could your organization benefit from better time management? Do you manage your time efficiently? Would you like to learn how to maximize your time through effective prioritization and opportunity evaluation?

GOOD TIME MANAGEMENT:

- Identifies and quantifies opportunity
- Improves productivity
- Overcomes challenges
- Decreases stress
- Minimizes conflict
- Facilitates goal realization
- Builds a culture of accomplishment
- Reduces duplication of effort
- Maximizes organizational and individual success

This essential and effective training will help you identify challenges and opportunities. You will learn how to quantify those opportunities and turn them into reality by the most efficient use of time and effort. Learn to prioritize and decrease the stress caused by "last minute delivery."

YOU WILL LEARN:

- To identify and quantify opportunities
- Set priorities
- Identify challenges
- Allocate your time efficiently and effectively
- Connect time management with "life" management
- How to be consistent
- How to stay on task while at the same time evaluating new requests
- To address time management as character and competency-based
- To break-down and schedule your 24-hour day
- To use tools in your "toolbox" to improve your efficiency and effectiveness

An organization that effectively and efficiently manages time maximizes its potential for success. Individuals who wisely manage their time decrease their stress levels while, at the same time, increase their personal productivity.

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