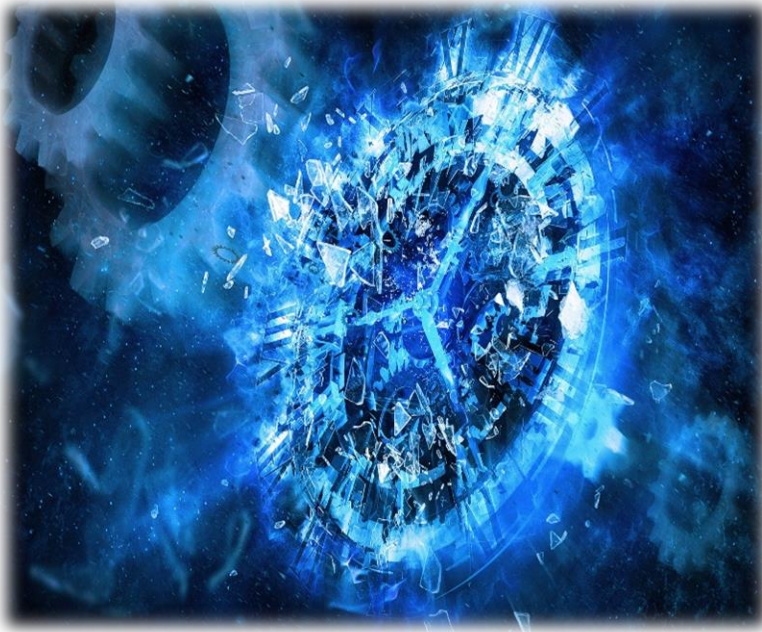


TIME MANAGEMENT TRAINING



Training Objectives

This workshop will help you to:

- ✓ Understand how the brain constructs time
- ✓ Learn how people define and track time
- ✓ Manage digital and task overload and prioritisation
- ✓ Learn strategies and tactics for effectiveness
- ✓ Install and adapt multiple timelines for improved productivity and performance
- ✓ Use time as motivational leverage

COURSE CONTENTS

Welcome and Introduction

- ✓ Ground rules and logistics
- ✓ Workshop participant outcomes
- ✓ Introduction to time and neurological frameworks
- ✓ Training outcomes, manual and timings

Your Mind on Time

- ✓ The structure of how your mind perceives time
- ✓ How time affects your state, communication and results
- ✓ How to recognise how others are accessing time

Goal setting and outcomes

- ✓ Utilise conscious and unconscious assets to set goals
- ✓ Learn the structure of how time affects your drive for results

Managing overload

- ✓ Identify task and activity overload
- ✓ Managing digital overload – emails and documents
- ✓ Managing tasks and deliverables
- ✓ Strategies and tactics for prioritisation

Utilising Neurological Time Stamps

- ✓ Action and priority scheduling
- ✓ Use time to increase productivity
- ✓ Time and stress management

Integration

- ✓ A process to integrate new performance, information and tailor it to your role
- ✓ Create a personal action plan for continuous improvement



Mind Skills Mastery, a Division of K2 & Associates Ltd
Contact us on 04 212 5299 or email office@mindskillsmastery.com
to discuss your requirements for
Time Management Training

This workshop is both information training and experiential, you get to apply the learning in real time. Direct experience during the training enables participants to modify, adapt and personalise time management. All participants receive a reference workbook to facilitate ongoing excellence.

