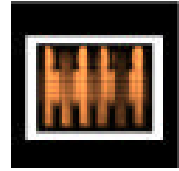


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## Time management - It's about time!

**T**ime is a finite and non-renewable resource. We steal from our sleep to get more done at home and we steal from our time at home to get more done at work. Given that we often have much to do in what seems to be too little time, it is essential for one's overall sense of well-being and achievement to manage the little time we have in the best way possible.

Offered in either workshop or presentation format, this session is packed with time management strategies that can help you in your journey for work / life balance ... available exclusively from The WorkTrust™ Training & Speaker's Bureau.

### ➔ TOPIC PREVIEW:

- How mismanaging time *infects* and *affects* both you and those around you
- Analyze which activities take up the greatest percentage of your time and measure your results against the activities that *should* take up the greatest percentage of your time
- Determine priorities for how to best spend your time
- Identify and better understand known and hidden barriers to the effective management of your time at work
- Learn about options for effectively organizing and dealing with memos, letters, faxes, emails, and phone calls
- Learn strategies for minimizing disruptions and taking control of them when they happen
- Identify techniques to use "waiting" time productively

### ➔ TARGET AUDIENCE:

Business professionals, human resources professionals, supervisors, managers, executives, and front-line workers who want to more effectively manage the limited time they have.

### ➔ SESSION LENGTH:

- **Option One** - 1-day workshop
- **Option Two** - 1-hour presentation (suitable for meal or conference presentations).