

Course Description

Maximizing Time and Energy AMS233

Overview

Recently “time” has become one of the most widely discussed nouns in Corporate America. Unfortunately, it is usually used in conjunction with sentences concerning “not having enough of” or “if I only had more of”. This seminar offers the participant a look at time on many different levels. Topics include and range from: Specific Time Management techniques that aid in partnership, prioritizing, and organizing our workload to reducing levels of overwhelm and stress, to in-depth discussions on creating more time through an adjusted and honed focus, to the interpersonal workings of high maintenance relationships that consume large amounts of time.



After completion of this workshop, participants will be able to:

- Identify the real dynamics of time, and can we really treat it as something to be managed?
- The ability to identify those daily time wasters and energy drainers that rob us of time and undermine continuity
- The insight to deal effectively with procrastination
- Discover the effect that energy and focus have on time generation

Format

The format of this course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises.

Delivery Options

Duration

1 Day/Online 6 hours

Who Should Attend

Anyone seeking a higher level of focus and time management would benefit from taking this course.