



TIME MANAGEMENT WORKSHOP

DESCRIPTION

This workshop is one day in length. It is structured to provide all participants with first-hand concepts and proven processes in the art and science of **TIME MANAGEMENT**. The course is created for any individual who works more than forty hours per week and is in need of a better system for his/her handling of time in the workplace.

RATIONALE

This program will increase each individual's ability to handle his/her **TIME MANAGEMENT** practices better. The workshop deals with organizing principles, basics of time management, streamlining paper shortcuts, the art of filing, creating a better work space, mastering time wasters, overcoming procrastination and best practices and new ways to make time work better for each attendee.

OBJECTIVES

To develop each attendee into an effective manager of his/her schedule and daily work by becoming better organized and working within a system that is reviewed and modified quarterly. Create more free time for each attendee by fine-tuning his/her workload and eliminating time wasters.

METHODOLOGY

This workshop is 40 percent lecture and 60 percent attendee participation. Many examples are used to stimulate the creative concepts and practices offered within this workshop. Each participant will deliver his/her personal **TIME MANAGEMENT SYSTEM**, along with his/her personal calendar, time management scheduling tools and forms. Two assignments will be part of the pre-work. One deals with Time Analysis and the other Time Usage.

KEY TOPICS

Provide a complete understanding of all the principles of **TIME MANAGEMENT** so each attendee does a critical analysis of his/her own system and make the necessary changes to improve his/her overall effectiveness.

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