Time Management
Online Seminar

Curriculum Overview
- completely customizable to client needs

helping people & organizations be their best

Timing

2 x 75mins webinars on the same or different days

Core Objectives

- **Self-Assessment and Actionable Items:** Participants will complete a self-assessment to help measure their present level of effectiveness and efficiency in the area of time-management. Participants will then be encouraged to take the self-assessment again, 12 weeks after the seminar to help measure how well they implemented the Personal Action Plan they will have put together at the end of the seminar.

- **People or Process:** Participants will be able to categorize their time management challenges, as either (a) people-based or (b) process-based. Additionally, Participants will identify what they can do to improve the situation under each category – being reminded that the goal with people is always to build and sustain trust and the goal with processes is to reduce time.

- **Weekly Planning, Daily Prioritization and Managing Energy:** Participants will discuss the benefits of weekly planning and be inspired to implement this technique to help them better manage their priorities in their professional as well as personal lives. Additionally, Participants will discuss and apply daily prioritization skills to ensure the day is executed according to the day's highest priorities. Participants will also consider how an awareness of the source, and level of our energy can positively or negatively impact personal and team productivity.

- **Managing Email, Phones, Interruptions, Procrastination and Meetings:** Participants will explore the 5 most common time challengers of (1) email, (2) phone calls, (3) interruptions, (4) procrastination as well as (5) how to run and contribute to make meetings more effective. Participants will discuss and consider practical and proven techniques to maximize effectiveness and efficiency.

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Webinar 1 of 2 Outline*

Module	Title	Time
Module 1	Setting the Foundation	10 minutes
Module 2	Self-Assessment	10 minutes
Module 3	People or Process	20 minutes
Module 4	Weekly Planning, Daily Prioritization and Managing Energy Part I	35 minutes

Webinar 2 of 2 Outline*

Module	Title	Time
Module 4	Weekly Planning, Daily Prioritization and Managing Energy Part 2	20 minutes
Module 5	Managing Email, Phones, Interruptions, Procrastination & Meetings	40 minutes
Module 6	My Personal Action Plan	10 minutes
Module 7	Summary, Additional Resources and Evaluations	5 minutes

If the webinars are being held on the same day, a 10mins break is recommended after the first 75mins webinar

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Module Summaries

Module 1 - Setting the Foundation (10 minutes)

<u>Objective</u>: Participants are welcomed into a conducive learning environment and are engaged by the credibility of Newleaf Training and Development and the Facilitator's background. Participants are stirred to consider the results they get in this area of professional development comes from their own behaviors which in turn come from their own perceptions. Participants are reminded of the principle this program is based upon and are encouraged to consider how they yield better results when their perceptions and behaviors align with that principle. The objectives for the program are clarified and some ground rules are presented and agreed to help maximize the effectiveness and efficiency of the available time.

Lesson 1	Introductions	1 minute
Lesson 2	Perception, Behavior and Results	5 minutes
Lesson 3	Objectives	2 minutes
Lesson 4	Learning Agreement	2 minutes

Module 2 - Self-Assessment and Actionable Items: (10 minutes)

<u>Objective</u>: Participants will complete a self-assessment to help measure their present level of effectiveness and efficiency in the area of time-management. Participants will then be encouraged to take the self-assessment again, 12 weeks after the seminar to help measure how well they implemented the personal action plan they will have put together at the end of the webinars.

Lesson 1	Self-Assessment	4 minutes
Lesson 2	Self-Assessment Findings	4 minutes
Lesson 3	Suggested Next Steps	2 minutes

Module 3 - People or Process (20 minutes)

<u>Objective</u>: Participants will be able to categorize their time management issues, as either (a) people-based or (b) process-based. Additionally, participants will identify what they can do to improve the situation under each category – being reminded that the goal with people is always to build and sustain trust and the goal with processes is to reduce time.

Lesson 1	2 Types of Time-Management Issues	3 minutes
Lesson 2	Categorizing My Time-Management Issues	8 minutes
Lesson 3	People = Build Trust, Process = Reduce Time	2 minutes
Lesson 4	Application Exercise: What Can I Do?	7 minutes

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Module 4 - Weekly Planning, Daily Prioritization and Managing Energy (55 minutes)

Objective: Participants will discuss the benefits of weekly planning and be inspired to implement this technique to help them better manage their priorities in their professional as well as personal lives. Additionally, participants will discuss and apply daily prioritization skills to ensure the day is executed according to the day's highest priorities. Participants will also consider how an awareness of the source, and level of our energy can positively or negatively impact personal and team productivity.

Lesson 1	Weekly Planning	10 minutes
Lesson 2	Daily Prioritization	10 minutes
Lesson 3	Managing Energy	10 minutes
Lesson 4	Application Exercise	25 minutes

Module 5 - Managing Email, Phones, Interruptions, Procrastination & Meetings (40 minutes)

Objective: Participants will explore the 5 most common time challengers of (1) email, (2) phone calls, (3) interruptions, (4) procrastination as well as (5) how to run and contribute to make meetings more effective. Participants will discuss and consider practical and proven techniques to maximize effectiveness and efficiency.

Lesson 1	The Technological Landscape	2 minutes
Lesson 2	The 5 Most Common Time Challengers	10 minutes
Lesson 3	Group Best Practices & Debrief	20 minutes
Lesson 4	Other Best Practices	5 minutes
Lesson 5	High Courage & High Consideration Model	35 minutes

Module 6 - My Personal Action Plan (10 minutes)

Objective: For participants to reflect on today's seminar and commit to actions to improve their time management for the benefit of themselves, their colleagues, their customers and those in their personal lives.

Lesson 1	My Learnings	5 minutes
Lesson 2	My SMART Commitments	5 minutes

Module 7 - Summary, Additional Resources and Evaluations (5 minutes)

Objective: The learning is summarized and additional resources are recommended to the Participants, who share key learnings and evaluate the practical benefits of the seminar.

Lesson 1	Summary and Additional Resources	2 minutes
Lesson 2	Evaluations	3 minutes

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