



## Time Management

Seminar Length: Onsite Half Day, Online 2 x 75 min webinars  
 Participant Numbers: Onsite up to 25, Online up to 100  
 Participants: any level within the organization

Our seminars are all *modular* by design – meaning that they are highly customizable to suit your exact needs. We partner closely with you to ensure we completely understand your desired outcomes. We invest the time to ensure we understand your organization and tailor the pre-work, seminar, and post work to get you the results you want.

Time management is still one of the most *Googled* professional development subjects today. Wouldn't you think with all this technology and these planning systems we would have mastered the art of managing time by now? It seems not.

In this busy world where the noise seems to increase every day, it's vitally important that we're clear on our highest priorities and that we manage our energy throughout the day; that we plan weekly and prioritize daily. We must execute best practices consistently to better manage emails, phones, interruptions, overcome procrastination, and be able to contribute to and run effective meetings. In short, we need to be more focused than ever.

This seminar is based on common-sense approaches to common time management problems — methods that really work in today's workplace. Participants will review case studies that amplify the dramatic impact of not managing time well and the whole-life benefits of managing this precious resource we call *time*.

### Fees

Facilitation Fees	Participant Worksheets	Travel Expenses
\$3,150	\$10 per person (or we can send you the electronic PDF at no cost)	Agreed in advance and charged additionally

### Additional Option - Survey Pack

It's vitally important to measure the effectiveness of every dollar you invest in training and development today. To help you, we offer a *Survey Pack* that consists of three parts: (1) an online pre-survey, (2) an evaluation at the end of the seminar, and (3) an online post-survey that is completed twelve weeks after the seminar.

We will provide a comprehensive electronic summary showing the full picture of the results gained from your investment. Our fee for the *Survey Pack* is \$400.



Available ONSITE or ONLINE

### Our Promise



- #1 **Best Content** - We commit to always providing you access to the **BEST CONTENT** available.
- #2 **Best Person** - We promise you the **BEST PERSON** from our team to meet your exact needs and serve your organization culture.
- #3 **Best Results** - We promise you **BEST RESULTS** within your organization as an end product of our training & development work with you.

### Other Seminars available

Art of Execution • Attracting and Retaining Talent • Business Financial Intelligence • Charting the Course • Customer-Centered Service  
 DiSC® — Team Dynamics • Emotional Intelligence (EQ) for Managers • Leading Others • Personal and Interpersonal Effectiveness  
 Positively Reducing Conflict • Presentation and Facilitation Skills • Supervisory Management Essentials  
 Team Excellence • Train-the-Trainer • Work Life Balance 2.0

### We also offer



Ask about 60 minute insight sessions

[newleaftd.com](http://newleaftd.com)

