

TIME MANAGEMENT AND ACCOUNTABILITY

Days only have 24 hours but to-do lists are getting longer and longer—how does one keep up and complete all of their tasks?

Professionals must decide how to prioritize and complete their assigned tasks to meet personal and managerial expectations. Everyone has unique working styles, habits, and needs when accomplishing their responsibilities, so time management and prioritization must be customizable skills anyone can adopt.

This program aims to provide practical tips, tools, and strategies to help individuals approach their use of time wisely and help managers lead their teams more effectively. Oftentimes, procrastination sets in because a certain task seems daunting or emotionally taxing. Participants will explore ways to manage their energy and mindsets to aid in their productivity. Finally, the program will discuss how accountability is created between managers and their teams, among colleagues, and within oneself.



Audience:

Professionals at all levels in any industry who want to discover better methods of managing their time and learn ways to hold colleagues and themselves accountable.

Duration:

This program consists of 1 session on 1 day.

Participants will walk away with these skills:

- Distinguishing between the urgent and important uses of time and prioritizing different tasks
- Acknowledging the value of personal energy through the emotional fuel tank
- Interpreting the hidden patterns of everyday life, both personally and professionally
- Exposing five “time robbers”
- Discovering organizational strategies to better budget one’s use of time
- Formulating accountability methods to keep oneself on track
- Developing habits of mutual accountability

**Cost: \$650 General Registration
Select Discounts Available**

0.6 CEUs will be issued for this program