

Do you have problems finding time for everything you have to do? Is there a solution?



Attend the IEC's Time Mastery: Increasing Your Personal Productivity Program – and learn to take control of your time...and your life!

Session Date: Friday, March 26, 2010
Time: 8:00-4:00 pm

Managing time effectively is key to your success (and sanity!). In today's information-driven world, the pressure to find ways to achieve goals, pay attention to the competition, respond quickly to customer needs, and enjoy life outside of work is a never-ending challenge.

The *Time Mastery Profile*[®] is a unique tool that provides you with a complete, self-directed assessment of your current time management effectiveness. You use the built-in workbook as a framework to develop customized strategies for skill improvement in twelve key areas:

- *Attitudes*
- *Goals*
- *Priorities*
- *Analyzing*
- *Planning*
- *Scheduling*
- *Interruptions*
- *Meetings*
- *Written Communications*
- *Delegation*
- *Procrastination*
- *Team Time*

Seminar Objectives/Goals

- To take a critical look at how you manage your time during the day
- To identify ways in which you typically use time effectively & ineffectively
- To identify specific ways in which you can improve your time management



Overview

Time Mastery: Increasing Your Personal Productivity is a day-long training program tailored to the time management needs identified by participants through the Time Mastery Profile®.

To facilitate maximum learning, the Time Mastery Profile® will be completed on-line prior to the session. Follow-up coaching will be offered after the session to help participants apply learning. Program topics will vary depending on what areas of needs are greatest to learners. Sample topics include:

- Improving Attitudes
- Goal-Setting and Establishing Priorities
- Time Management Analysis
- Planning & Scheduling
- Interruptions
- Improving Meetings
- Written Communications
- Concepts of Delegation
- Conquering Procrastination
- Team Time Management



Training Methodology

- The program uses a combination of self-assessment , group discussion, small and large group activities, and individual exercises to accomplish learning
- Desktop coaching following the training session is available to each participant to reinforce key learnings and assist in applying time management action plans (maximum of ½ hour coaching session per participant)

Workshop Fees

Cost is \$175/person + GST. The Time Mastery Profile®, participant materials, lunch, refreshments, and follow-up coaching are included in the price.

To register

Register on-line at www.sarniasafety.com, by fax: 519.383.1305, by phone: 519.383.1222, or by e-mail: registration@sarniasafety.com.

Important Information about the Program

Time Mastery: Increasing Your Personal Productivity qualifies as one of the programs toward the IEC's Leadership Development Certificate.

