



[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

Time Management Training

This 1-day training is creates value for professionals across roles and industries by learning how to master time management with proven best practices.

Course Overview

This 1-day, instructor-led training course will help participants develop skills to organize themselves and their workspace for peak efficiency.

This training will address:

- Organization
- Value of goals and how to achieve them
- Creating actions plans to get things done
- Delegating properly

Course Objectives

- Recognize personal strengths and weaknesses in how they manage their time
- Better organize themselves and their workspaces for better efficiency
- Take control of their time and make improvements to their work habits
- Set goals and learn proper planning steps and methods
- Identify time bandits, assess priorities, and handle time related stress
- Learn and practice the proper steps of delegation

Course Outline

Managing Yourself

- Setting Goals



PhoenixTS

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

- Making your goals SMART
- Plan your success
- Evaluate priorities
- Analyze your current use of time
- Deal with procrastination

Managing Your Work Environment

- Identify time bandits
- Brainstorm solutions for time bandits
- Manage your meetings effectively
- Organize your workspace

Managing Your Relations

- Learn to delegate
- Learn to say “no”
- Manage stress effectively

Starting at **\$1,095**

ATTENTION

Government Employees & Government Contractors call [240.667.7757](tel:240.667.7757) for GSA Pricing.



PhoenixTS

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Time Management Training**

- %day% instructor-led training
- Time Management Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*