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

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.

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Time Management course will help participants develop skills to organize themselves within the federal workplace for peak efficiency. This training will address: Organization, Value of goals and how to achieve them, Creating action plans to get things done, and Delegating properly This training will address:

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

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Objectives

- Recognize personal strengths and weaknesses in how they manage their time

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

- 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
- 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

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,095**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

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*