

TIME MANAGEMENT PRIORITY SETTING

Audience: General, public and private sector, individual and groups

Description:

Unlike most time-management workshops this one is not promoting the use of any specific paper or computerized packaged system. Rather, this workshop focuses on the underlying factors involved in time management whether one loves tight organization or one prefers looser methods. The workshop starts with guiding the participants in clarifying their professional and personal values and in setting priorities in their lives in terms of those values and priorities, and then general strategies for activating and protecting those priorities will be introduced.

This workshop, for the most part, involves individual work within a group setting; although in the longer formats, some time for discussion and for assisting one another in planning will be allocated.

Format: (in order of recommended time allocations)

One three-hour (1/2 day) workshop

One two-hour condensed workshop