

Louisiana LTAP

The Louisiana Local Technical Assistance Program (LTAP) Center serves the training needs of local transportation agencies.

We are part of the Louisiana Transportation Research Center (LTRC), which is a cooperative effort between the Louisiana Department of Transportation and Development (DOTD), the Federal Highway Administration (FHWA), and Louisiana State University (LSU).



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Essential Skills Mini-Workshop Series: Time Management



This program provides free half-day training to local transportation and public works agencies on road and bridge maintenance as well as office personnel and anyone interested in continuing education in leadership skills. All courses offer Continuing Education Units (CEUs).

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About the Essential Skills Series

The Essential Skills Series focuses on professional development in key non-technical areas that support success in today's workplace. These courses are designed to strengthen core skills that enhance individual performance, communication, and effectiveness on the job. Participants will gain practical tools and strategies to build confidence, improve workplace interactions, and grow their overall professional skill set.

Time Management

What This Class is About

This class focuses on helping participants move from feeling overwhelmed to feeling intentional about how they use their time. Through discussion, reflection, and hands-on activities, participants will learn how to identify priorities, manage urgent demands, and make thoughtful decisions about where their time and energy go. The course introduces the Eisenhower Matrix as a practical framework for sorting tasks based on urgency and importance, helping participants step out of constant crisis mode. Participants will also explore how personal behavior patterns, through the Four Tendencies framework, affect follow-through, accountability, and motivation. By combining these insights with the SMARTER goal-setting method, the class emphasizes sustainable change rather than quick fixes. The goal is not to eliminate urgent tasks, but to help participants recognize patterns, reduce unnecessary stress, and create systems that support both productivity and well-being. Everything in the class is grounded in real-world examples from the road service industry and designed to be immediately applicable.

Who This Class Is For

This Time Management class is designed for frontline road service workers, supervisors, and support staff at all levels who are balancing demanding workloads, competing priorities, and constant interruptions. Whether you work in maintenance, operations, administration, or field response, this course is for anyone who feels pulled between urgent tasks and important responsibilities. It is especially valuable for employees who want practical tools, to help them stay organized, reduce stress, and feel more in control of their time. If you often find yourself reacting instead of planning, juggling paperwork and field work, or feeling like there is never enough time to focus on what truly matters, this course is for you. The class also supports individuals who want to better understand their personal work style and build habits that actually stick, rather than forcing one-size-fits-all solutions.



Key Topics

- Recognize and apply the Eisenhower Matrix to prioritize tasks effectively
- Identify personal time management patterns and tendencies
- Analyze how urgent and important tasks compete for attention
- Develop SMARTER goals that support realistic and sustainable time management habits
- Create an action plan to improve focus, planning, and follow-through

Course Request Requirements

If your agency is able to meet the following requirements, LTAP would love to schedule a date to hold this **free** class in your facility.

This course requires a minimum of 10 and a maximum of 25 participants for on-site delivery. If needed, the course may be advertised to neighboring regions to meet minimum enrollment. The host agency is responsible for providing a classroom or comparable training space with tables and chairs. LTAP is able to bring a projector, laptop, screen, speakers, etc. for the training.

This is a 3.5 hour course and typically we do a 8:00am set-up/registration with class lasting from 8:30am to 11:30am.

.35 CEUs (Continuing Education Units) provided at the conclusion of this course

Scan to Submit a Request

