PRODUCTIVITY

Managing Your Time
& Leading Others for Effective Time Management



CjB

www.facebook.com/cjbaxtergroup

Managing Your Time

Effective time management is essential to personal and business success. When people take the time to plan and prioritize, they can increase their productivity and sense of satisfaction with their accomplishments. We have all heard that ·'Time is Money," and employees who manage time effectively contribute positively to their organization's bottom line.

We believe that the most successful organizations require effective time managers who know how to set and reach goals based on the organization's vision and values. Organizations value employees who can:

- Define Time Management
- Prioritize Time Use
- Adopt a Time Management Approach
- Enhance Time Management Skills

In today's changing economy, those who can determine what is essential to themselves and their organization, prioritize their activities, and set and reach goals in their personal and organizational lives will be those who make an impact.

We are confident that your completion of this module will help you become an asset to your organization by using your time effectively and doing what's essential to organizational success. Creating a team where using time effectively and efficiently is valued is more than just a good idea; it is good business.

Contact us today to schedule a no-obligation consultation.

CjBaxterGroup LLC

www.facebook.com/cjbaxtergroup



Managing Your Time

Module Purpose

This module is designed to help you understand the importance of effective time management skills to personal and professional success. As the world moves faster, it is essential that things get done quicker and that the right things get done promptly. Employees must be not only efficient but also effective. We will discuss and practice skills to help you manage your time and perform at your best – in your work life, your home life, and in your social life.

Part 1: Defining Time Management

- Define a personal meaning of time.
- Identify the benefits of time management.
- Identify how effective time management can increase productivity and lower stress.
- Assess time management skills.

Part 2: Prioritizing Time Use

- Identify the purpose of planning.
- Create a priorities chart.
- Distinguish between important and urgent.
- Identify the causes of procrastination.
- Identify time wasters and ways to overcome them.

Part 3: Adopting a Time Management Approach

- Explain how time management is a way of thinking.
- Identify values and roles.
- Identify the value of goal setting.
- Use a tool to "remap" yesterday.
- Identify time management tools.

Effective time management skill development does not come from a one-time training program or any "quick fix."

It is an ongoing, developmental process that takes commitment, dedication, and willingness to develop new behaviors and skills.

2003-2020 © C.J. Baxter Group. LLC / Kent Hutchison



Leading Others for Effective Time Management

Module Purpose

This module is designed to help you understand the importance of practical time management skills to personal and professional success. As the world moves faster, it is essential that things get done quicker and that the right things get done promptly. Employees must be not only efficient but also effective. We will discuss and practice skills to help you manage your time and perform at your best – in your work life, your home life, and in your social life.

Part 1: Time-Wise Leadership

- Explain the concept of time-wise leadership
- Explain the value of planning for leadership.
- Identify time wasters and how to avoid them.
- Complete a future leadership time-planning exercise.

Part 2: Managing Your Leadership Time

- Discuss ways to identify problems and make effective decisions.
- Identify why and when to delegate.
- Identify ways to manage interruptions.
- Identify ways to plan for productive meetings.
- Identify time management tools.

Part 3: Time-Saving Communication Tips

- Identify time-saving guidelines for clear, concise writing.
- Identify time-saving organizational communication tools.
- Practice helping others manage their time.

Leading Others for Effective Time Management

Leading others for effective time management is essential to a supervisor's business success. When people take the time to plan and prioritize, they can increase their productivity and sense of personal satisfaction with their accomplishments. We have all heard that "Time is Money," and employees who manage time effectively contribute positively to their organization's bottom line.

We believe that the most successful organizations require effective time managers who know how to set and reach goals based on the organization's vision and values and how to lead their staff for effective time management. Organizations value those who can:

- Model Time-Wise Leadership
- ManageLeadershipTime
- Use Time-Saving Communication Tips
- Enhance Time Management Leadership Skills

In today's changing economy, those who can determine what's relevant to themselves and their organizations, prioritize their activities, and set and reach goals will be those who make an impact.

We are confident that your completion of this module will assist you in becoming an asset to your organization by using your time effectively, by leading others for using their time effectively, and by doing what's essential to organizational success. Creating a team where working effectively and efficiently is valued is more than just a good idea; it is good business.

Contact us today to schedule a no-obligation consultation.

CjBaxterGroup LLC

www.facebook.com/cjbaxtergroup



Available for leadership & team retreats, strategic planning sessions, and event keynote programs.

KENT HUTCHISON

WORKSHOP LEADER ★ FACILITATOR ★ TRAINER



Leadership Is About **RELATIONSHIPS**





CjBaxterGroup LLC

www.facebook.com/cjbaxtergroup

Kent Hutchison

kent@cjbaxtergroup.com

409.225.4224

Follow us on **Twitter**

Become a fan on **Facebook**

Connect with us on **LinkedIn**

Watch us on **YouTube**

Check out our boards on **Pinterest**

2003-2020 © C.J. Baxter Group. LLC / Kent Hutchison