

Time Management Training

Improve your time management skills with time management classes or corporate training. Learn to work more efficiently by planning, setting goals, and prioritizing effectively.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/time-management-training



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Course Outline

- I. Identify the obstacles to effective Time Management in daily work in order to address areas in need that are unique for each individual.
- II. Learn how to effectively goal set and apply different types of plans
- III. Understand and practice using the Priority Matrix for to prioritize considering both urgency and importance.
- IV. Delegation is presented and practiced to redistribute deliverables and cross-train others whenever possible.
- V. Organized meetings: as an attendee or facilitator - how to maximize time, use agenda planning and minutes to stay on track and solidify accountability.