# Time Management

## Overview
Participants will explore ways to develop and use processes and tools to maximize efficiency, effectiveness and productivity.

## Target Audience
- Frontline employees

## Learning Objectives
By the end of the workshop, participants will be able to:
- Set priorities in the workplace
- Identify behaviors and habits that prevent effective time management
- Manage email, procrastination, and interruptions.

## Competencies
- Self-Management

## Course Content
- Participants will use a self-assessment, and interactive activities to learn strategies to better manage their time.

## Who Needs to Take This Course?
- Do you feel overwhelmed with the commitments and responsibilities of your job?
- Do you find that you often procrastinate to get your assignments completed?

## Format / Length of Course
- Format: Instructor led.
- Length: 4 hours

## Required
- None

## Prerequisites
- None

## Related Workshops
- Project Management

## Pre-Work Required?
- None

## Manager Actions Required
### Pre-Class:
- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

### Post-Class Support:
- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors.