

AN EXTENSIVE HALF-DAY WORKSHOP

Time Management Workshop



IMPLEMENTING BEHAVIOURS OF SUCCESSFUL TIME MANAGEMENT

Finding 100 EXTRA MINUTES A DAY!

"...No one has enough time, yet everyone has all there is. What we do with our time determines what we do with our life..."

Today corporations and individuals expect greater results in a shorter amount of time. Even though our skill levels, experiences, finances and experiences are all different, we do share one thing in common...TIME...168 hours per week! This course will assist you to manage your tasks so that you can gain valuable time and eliminate wasted time.



ATW
TRAINING & CONSULTING

Finding 100 extra minutes a day!

IMPLEMENTING BEHAVIOURS OF SUCCESSFUL TIME MANAGEMENT

Finding 100 extra minutes a day will change the way you view and manage your time.

Can we manage time? Can we buy more time? No! We can only manage ourselves in relation to time. This workshop is designed to help individuals become better time utilizers. You will learn an easy to understand formula, the **P.A.I.D. model**, for improving your time utilization skills:.

By attending this session, you will:

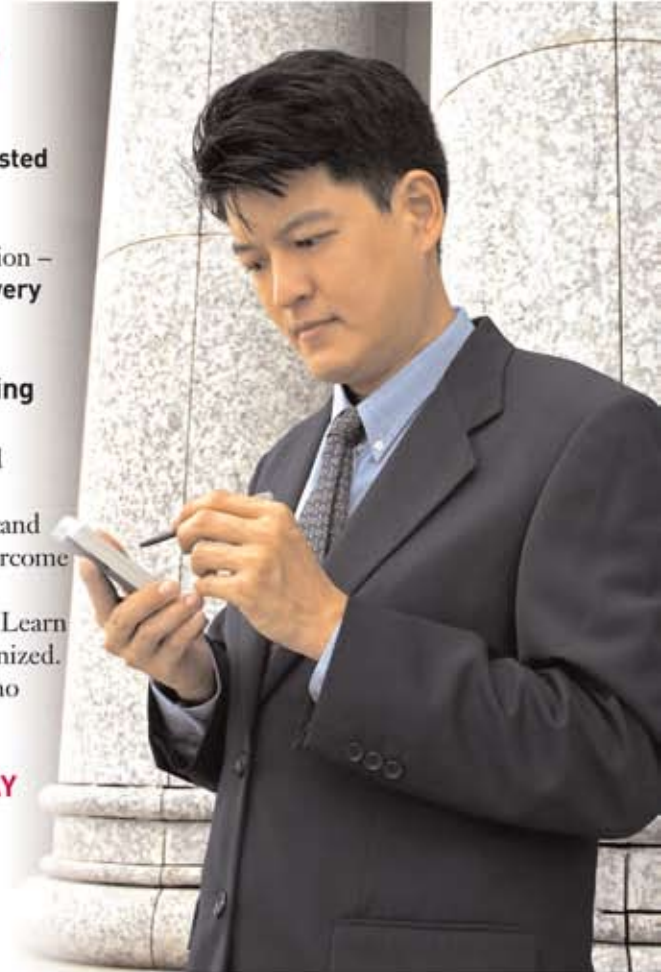
- **Improve your time utilization skills** regardless of skill level, background, position or industry.
- **Learn a tested process (P.A.I.D. Model)** to implement immediately and begin maximizing precious time.
- Acquire the tools and techniques needed to **gain valuable time**.

- Discover how to **eliminate wasted time** in your professional and personal life.
- Master the skill of time utilization – and **find 100 extra minutes every day!**

The P.A.I.D. Model key learning points:

- **Prioritize:** Focus on setting and achieving priorities.
- **Avoid Procrastination:** Understand procrastination and how to overcome it.
- **Improve Organizational Skills:** Learn strategies for being better organized.
- **Delegate:** Effectively delegate no matter what your position.

COURSE LENGTH – HALF DAY



Please call **515.727.0731** or visit www.atwtraining.com

Unleashing Human Potential™

ATW Training & Consulting is dedicated to creating high-performance workplaces through the growth of people.

Our passion is helping you unleash the human potential within your organization through our customized training services, expert consultation and coaching, and extensive training product library. We work with all levels of employees, helping them achieve improved productivity and new heights of professional growth.

Our core topic areas include:

- *Business Writing*
- *Change Management*
- *Communication Skills*
- *Conflict Resolution*
- *Customer Service*
- *Leadership*
- *Legal Issues*
- *Sales*
- *Supervision & Management*
- *Teamwork*
- *Time Management*



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