

Time Mastery: *Creating Sustainable High Productivity and Performance*

FOR MANAGERS, TEAM LEADERS, TEAM MEMBERS

Training Formats: Half-day – two days
(offered on-site, company specific, webinar, online)

Many organizations find themselves in a crisis of fatigue, repetition, familiarity, distractibility, and uncertainty which undermines sustainable high performance and effectiveness for individuals and therefore, businesses.

This juncture leads to declining levels of engagement, increasing levels of distraction, high turnover rates, and reduced capacity to work. Lack of effective time mastery is one of the top reasons employees often fall short in fulfilling the expectations on their jobs, and it slows down team effectiveness and morale.

Most employees can free up 20 percent (at least eight hours) of their week simply by exercising more discipline in how they manage their time. When team members more skillfully manage their time and energy and learn to limit distractions, they expand their capacity to get more done more efficiently. Productivity increases even more when team members begin to increase their energy levels. Using time and energy masterfully helps leaders and team members make an invaluable contribution to the workplace.



KEY RESULTS:

Help team members better understand the behaviors that fuel their energy, resilience, focus, and engagement.

Harness the ebbs and flows of your energy to be more productive without procrastination.

Ensure that you always have the organization, clarity, and energy to complete your task list.

Learn the 12 Must Dos of staying on top of things with ease.

Identify your top three (out of fifteen) time and energy management and prioritization techniques that will set your schedule free.

