

## Session 1



### Section A: The Tests of Time

- Self-Assessment
- Identify the Time You Control
- Analyze Your Use of Time
- The Tests of Time
- Your Energy Cycles
- Assessment

### Section B: Stop Wasting Your Time

- Time Wasters: An Overview
- Disorganization
- Procrastination
- Cannot Say "No"
- Environmental Time Wasters
- Planning & Prioritizing
- Planning Tips
- Assessment

### Section C: Becoming a Time Manager

- Focusing on Goals
- Establishing Priorities
- Delegating
- Personalize: Use Techniques To Suit You
- Control Your Schedule
- Reminders
- Assessment

## 1 Session –

1-2 Hours of Interactive Training

*It's a fact of life – if you can't manage time effectively you'll have difficulty meeting deadlines and handling your most pressing priorities. The Manage Time training program from LearnKey helps you maintain your schedules, priorities, and commitments without running behind. Learn to effectively plan and prioritize each day, week, and month. Manage Time will show you how to make space for all the important things in your life.*

### About The Author

*This training program was produced by LearnKey content partner **1 Minute Learning**. 1 Minute Learning maintains relationships with an impressive list of publishers with content covering a wide variety of subject matter areas. 1 Minute Learning also has relationships with a host of subject matter experts who are distinguished authors, trainers, consultants and educators.*