



Toister Performance Solutions, Inc.

Time and Priority Management



Overview

Effective time and priority management are critical skills for any successful business person. Unfortunately, different personalities, work styles, and comfort levels with technology make it impossible to design a time management system that works for everyone. Our workshop shows participants how to maximize their productivity by using a set of simple principles that can work with any time management system.

Audience

This class is ideal for anyone who wants to improve their personal effectiveness.

Formats

- Two-hour workshop
- Two, one-hour lunch and learn sessions

Description

The *Time and Priority Management* workshop is a fun and interactive program that shows participants how to improve their productivity through hands-on activities, group discussions, and self-reflection. The following learning topics are included:

- Ways time management and organizational skills can impact your daily life
- Principles of effective time management
- Strategies to identify and manage multiple priorities
- Techniques to get organized and stay disciplined
- Develop an action plan to improve personal effectiveness

Testimonials

Here are just a few comments from participants who attended the workshop:

- *"Good ideas that make you look at what you do and what you need to change."*
- *"I liked all the ideas generated from the participants. Great job!"*
- *"It was practical information and Jeff was entertaining and funny."*

Contact Jeff Toister to schedule your class:

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