

TIME MANAGEMENT/MANAGING MULTIPLE PRIORITIES

PROGRAM OVERVIEW

Half or Full Day Format

Ideal Group Size: 15-20 Participants

With the fast pace, multiple priorities and high expectations of business life, people are continually challenged by having too much to do in too little time. Learning time management techniques can help to reduce the stress and confusion of a busy job, as well as reducing the guilt involved in prioritizing tasks and important life goals.

The workshop is designed to help participants get organized, manage multiple priorities more effectively, and achieve more balance in their lives.

AGENDA

SELF ASSESSMENT

- Energy Level Graph Exercise
- Do You Need Managing Multiple Priorities?
- Time Robbers Exercise
- Work Style Assessment

MANAGING MULTIPLE PRIORITIES

- Establishing Priorities: Activity Matrix
- Six Rules of Time Management
- Productivity Tools
- Project Tracking
- Day Planner Basics

WORK FAMILY BALANCE

- Values Clarification
- Personal Goal Setting
- Balanced Lifestyle Exercise

TOOLS

- Commitment to Action
- Productivity Tools
- Project Tracking Tools

INSTRUCTOR



Linda Piatelli is a Senior Training Consultant with KGA. She has been designing and facilitating custom training programs to help people manage their personal and professional growth since 1994. Her experience spans a variety of industries including high tech, biotech, hospitality and manufacturing.

Linda comes from a unique background with over 12 years of practical experience as a technical professional, project manager, and consultant. Linda's technical background and hands-on business experience enable her to design and facilitate practical training programs that effectively respond to the needs of professionals in the workplace.

Linda's KGA training specialties include: Time Management, Managing Multiple Priorities, Stress Management, Communication Skills, Team Building, EAP Manager Training and Performance Management. She received an MS degree from the University of Vermont and is a member of the American Society of Training and Development.



For more information please call KGA at 508.879.2093 or email info@kgreer.com

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