

Time Management

“Time is money”- Those that can manage time will increase the bottom line!

“Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.”

- Carl Sandburg

Managing Your Time

Effective time management is essential to success. The most successful organizations in the 21st century will require employees who are effective time managers, and who know how to set and reach goals based on the organization's vision and values.

In today's changing economy, those who are able to determine what is important to themselves and to their organizations, prioritize their activities, and set and reach goals in their personal and organizational lives will make the biggest impact.

Organizations value employees who are able to:

- Define time management.
- Prioritize time use.
- Adopt a time management approach.
- Enhance your time management skills.

Leading Others for Effective Time Management

Whether you are a part of a small firm or a Fortune 500 company, today's workplace requires managing, motivating and developing your employee's time management skills. Increasing and enhancing your current time management leadership abilities is paramount to your organization's success.

In this module managers will be able to:

- Model time-wise leadership.
- Manage leadership time.
- Use timesaving communication tips.
- Enhance time management leadership skills.

