

MAXIMIZE PRODUCTIVITY FOR PEAK PERFORMANCE

What's New
with Elevate

TIME MANAGEMENT SKILLS

Class Format:
On-site & Virtual

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Success in almost everything involves time management. There are only so many hours in the day, so making the most of your time is critical. The key to reaching high levels of time management, performance, and productivity is to develop habits that improve how you manage time. Our course Achieving Maximum Productivity will walk you through simple but effective strategies for increasing your productivity at work. We will examine attitudes toward time, analyze time-wasting behaviors, help you develop better time management and communication skills, delegation, goal setting, and stress management techniques.

IN THIS COURSE, YOU WILL:

- Understand personal work style preferences
- Identify the biggest time wasters
- Eliminate procrastination
- Learn how to prioritize wisely
- Goal Setting
- Strategies and tools of time management
- Using peak times for more productivity
- Delegate and let it go
- Deal with Difficult People in any Situation
- Learn how to decompress and manage stress levels