



Time Management Foundations



Teams 365

Team Leader Foundation
TIME MANAGEMENT
Potentials Realized

This four week webinar program covers the foundations of time management for team leaders and aspiring team leaders.

The team leadership role requires agility in juggling multiple priorities. This program provides you with a better understanding of where your time is spent and an opportunity to identify what your priorities are. The program will provide you with foundational tools to delegate as well as manage and organize your time.

The program consists of four weekly calls on time management foundations including:

- Tracking Your Time
- The Art of Delegation
- Email management
- Scheduling Tools
- Your own style for time management

This module can be taken in conjunction with, or separate to, the Teams 365 Coaching Group.

PROGRAM OVERVIEW

Module 1 - Time Management Foundations:

- Introduction to Time Management
- A framework for time management
- Homework: Track your time - Where is your time going?

Module 2 - Priorities and Delegation

- 7 Tips for Effective Delegation
- Identifying What You Want to, and Need to Delegate
- Zeroing in on your priorities
- Fieldwork: Values and Priorities, List of Delegation

Module 3 - Tools for organizing and scheduling:

- Paper management
- Email management
- Fieldwork - Application

Module 4 - Bringing It all Together

- Your own vision and style around time management
- This final module covers your own vision for time management and also leaves room for addressing additional topics such as tips for managing interruptions, handling procrastination, and other topics of interest to the group.

*This program feeds into the next course, the Team Leadership Foundations - Leadership Style Module - entitled **Stepping Into Your Team Leadership***

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Registration at <http://www.coachingteamleaders.com>