

Time Management

This training will give attendees the opportunity to learn about the eight different time management styles people possess in their lives. The participants will take a time management inventory to help them identify their most dominant management style and how the style can affect their lives both positively and negatively. They will learn how to manage their time to be most effective in their lives both professionally and personally. The people attending the training will gain an understanding of their management style as well as the style of others that may be different than their style so they can work better with others.

Participants will...

- ...Identify their dominate time management style
- ...learn about the 8 different management styles identified in research
- ...learn to use their dominate management style to be effective at work and personally
- ...Learn to work with others who have an opposite management style than they possess.