

# Time Management & Organization Skills

"We have never received so much value in a training program. You adapted throughout the course to our team's unique needs to create a truly engaging, challenging and fun course."

— Client, New York City



## Overview:

Too often, it isn't a deficiency of intelligence, capability or desire that prevent us from doing our best; we simply lack the necessary time to do the job right! Managers and supervisors can help employees overcome their procrastination stalls. In order to help employees, it is important that supervisors understand that procrastination is a behavior that is caused by negative feelings and negative thoughts. The negative thoughts that lead to procrastination include perfectionist thinking, last-minute-crisis thinking, and denial thinking. You'll learn the essentials of effective organizational skills and time management to help you add at least another hour to your day!

## Topic Highlights:

- Get and stay organized.
- Set realistic goals.
- Stay positive and enthusiastic.
- Make smart and timely decisions.
- Prioritize responsibilities.

## Special Features:

This program is designed for your requirements and course materials will be custom written, with materials being produced and delivered specifically for your organization's systems and processes.