

# TIME MANAGEMENT FOR THE TIME CHALLENGED

## THE CHALLENGE

Time is one of our most precious resources. Most of us feel that we need more of it – though we know that there is no way to magically create more than 24 hours in a day. This course, rooted in neuroscience-based techniques, helps participants identify how to leverage existing time to get the results that we seek. Topics include managing commitments, aligning energy with daily activities, owning your calendar, and forming new habits.

## OBJECTIVES

Participants in this workshop will gain greater control over and capacity to manage their time, energy, and commitments.

## IDEAL PARTICIPANTS

Anyone who would like to improve their use of time, have more energy for important tasks, and feel less overwhelmed in the course of any given day, month, or season.

## LOGISTICS:

¾ day (9AM – 3PM)

## SAMPLE AGENDA

9:00 - 9:20	Welcome, & Introductions
9:20 - 9:25	Goal Setting
9:25 - 10:30	Time Management in the Context of Overwhelm
10:30 - 10:40	Break
10:40 - 12:00	The Intersection of Time, Energy, and Commitments
12:00 - 1:00	Lunch
1:00 - 2:00	Managing Commitments
2:00 - 2:10	Break
2:10 - 3:00	Revelations, Insights, & Personal Action Plan

