

## Time Management: Separating the “Want to” from the “Need to”

*Time management is a critical skill that can impact many areas of an individual’s life.*

*Individuals must develop effective time management skills to minimize unnecessary interruptions.*



### Course Summary

Understand time management, its obstacles, along with suggestions to better manage daily tasks.

### Target Audience(s)

- Entry
- Mid-Level

## Course Description

The number of activities that are managed daily can be overwhelming. Oftentimes, tasks aren’t completed due to conflicting activities, priorities, or desires. Time management is a skill that should be used to maximize productivity. This session addresses the challenges and components of time management, along with time management strategies.

### Learning Objectives

- Define time management
- Identify time management challenges
- Understand the reasons for time management
- Define effective time management
- Review time management strategies
- Identify time management obstacles
- Discuss subsets of time management
- Review components of time management
- Develop strategies for better time management

### Questions Covered

- Why is time management important?
- What are time management challenges?
- What is effective time management?
- What are time management strategies?
- What are the components of time management?
- What are the impacts of not having effective time management skills?
- How can an individual develop time management skills?
- Why might time management be an effective tool to achieve success?

## About Beyond SPRH, LLC

Beyond SPRH, LLC is an innovative, solution-oriented, and dynamic service provider, which delivers customer focused, creative, and quality services without a significant cost investment. Beyond SPRH helps individuals and organizations maximize output potential. Beyond SPRH’s goal is to deliver quality services with minimal time, effort, and cost with an objective of highly satisfied customers and measurable performance outcomes.

**Vision:** Become an industry leader that provides cost effective training, publishing, and consulting services that aid in individual and organizational development at a reasonable cost.

**Mission:** Deliver quality, cost effective, and customer focused solutions, which help individuals and organizations to deliver superior performance.