

# Time Management Training

## COURSE OBJECTIVES:

This workshop aims to help participants stay motivated throughout the work day. It will show them how to find a rhythm between energy expenditure and recovery. Managing time is about managing anxiety and staying focused. It is about maximizing the capacity to prioritize and deliver great results on time, every time.

## COST:

Workshops can be arranged for 2h or 4h. The pricing varies depending on the time and number of participants. Contact us at [riverwalkcounseling@gmail.com](mailto:riverwalkcounseling@gmail.com) for pricing details.

## COURSE CONTENT:

- Understand the difference between real time and emotional time
- Learn how the brain works and how it can focus for longer periods of time
- Identify what is the most important individual and organizational resource
- Learn how to regenerate energy between intense working periods
- Learn how to organize office tasks according to three task-types
- Learn practical time-management strategies for getting things done
- Understand how to use meditation to relax and refocus throughout the day

## EXPECTED OUTCOMES:

- The participants will be able to identify at least two barriers to effective time management and develop at least two strategies to overcome these barriers
- The participants will create their own personalized plan to minimize stress and to maximize performance at work and in their daily life
- The participants will be able to identify and describe time and task organization strategies that they can immediately employ in the workplace
- Participants will list three new habits for managing their daily stress  
Participants will learn how to practice simple meditation techniques to restore balance

