

# Time Management for Managers

TRAINING



Planning and management tools  
and techniques to maximize  
people's time

Your managers need the skills to make decisions that lead to strategic use of their most valuable resource: time.

Time Management for Managers offers a variety of planning and time-management techniques designed to help your employees make the most productive use of their time.

Unlike other time-management programs, this one does not teach rigid formulas for using time. Instead, it guides participants through a process for planning and managing their activities to achieve high-priority goals and objectives.

## Benefits of Time Management for Managers

Your managers:

- identify, schedule and complete the activities that are most likely to help them reach their goals and objectives
- learn to allocate time for lower-priority, yet necessary, activities
- identify how they are using or misusing their time

Your managers:

- improve their team's productivity
- work with their people in setting challenging, yet realistic, goals
- acquire a means of judging performance based on specific, agreed-upon objectives

Your organization:

- transforms its people into business people who can measure the expected return on their time
- experiences greater overall productivity
- concentrates field efforts on more productive sales activities

About AchieveGlobal  
Time Management for Managers is just one of AchieveGlobal's more than 100 comprehensive, integrated training and consulting solutions. AchieveGlobal is the world's leading resource for turning strategies into results. Our learning-based solutions focus on skills training and consulting services in sales performance, customer loyalty, leadership and teamwork. AchieveGlobal has offices throughout North America and in 38 countries around the world. For more information, please contact us at 800-456-9390.



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## Program Highlights & Outcomes

### Planning for Time Management

Managers examine ways to apply a multiple-step planning process to:

- set specific, realistic goals and select activities such as milestone checkpoints to achieve those goals
- see that goals are consistent with the organization's plans, policies and procedures
- budget resources carefully so they have the time, money and materials needed to achieve high-priority goals and objectives
- manage common obstacles to the planning process
- use various scheduling tools—including planners or schedule books, appointment calendars, to-do lists and itineraries—to their best advantage

### Implementing and Evaluating Plans

The participants learn to:

- reevaluate and polish initial plans
- track and report activities and results to ensure there's ample time to replan, reschedule and reallocate resources, if necessary
- assess milestones to know which activities are yielding the desired outcomes—and which are not
- replan periodically to ensure achievement of long-term goals

### Strategies for Improving Productivity

Managers learn to improve performance by:

- practicing timesaving tactics and productivity strategies
- eliminating—or at least minimizing—low-priority or time-wasting activities
- managing conflicting priorities
- recognizing the impulse to procrastinate, identifying its cause and taking corrective action

### Follow-on components

The Tool Kit presents more than 25 planning and activity-management techniques for participants' use both during and after the program.

## Program Specifications

Audience

Middle & top managers

Length

2 days

Class size

6 to 12 participants

Classroom materials

Facilitators: Leader guide, video, wall charts

Participants: Program book, worksheets

Format

Group discussion, video, brainstorming

exercise, team consultations, Tool Kit sessions