



TIME & PRIORITY MANAGEMENT

Practical and applicable techniques to go from putting out fires to effectively focusing on the top priorities

Overview

Time is the most precious asset anyone has. When executives, managers, and emerging leaders don't have enough time to do everything they want or need to do, they can feel overwhelmed, causing top priorities to get lost in the chaos. This workshop helps leaders regain control and spend their time more productively and strategically. This simple but effective approach helps leaders identify what's most important in their role, what is getting in the way, and develop a targeted action plan for being more effective.

Goals

- Accurately assess how time is currently being used and what's most important.
- Understand why priorities falter and how to ensure they get the focus they need.
- Deploy a step-by-step system for identifying, implementing, and tracking priorities.
- Develop a culture that supports everyone's requirements for prioritizing.

Details

Length

3-4 hours

Venue

Indoors or virtual

Group size

5-500 people

Includes

- ✓ Professional facilitation.
- ✓ Impactful discussions.
- ✓ Application exercises.
- ✓ Research based materials.
- ✓ Digital review materials.
- ✓ Pre and post strategy sessions with leader.
- ✓ 30-Day follow up with group.

Rates

Venue	Base	11-200	200+
In-person	\$2,950	\$35	call
Virtual	\$2,450	\$15	call

*First 10 people included in base rate.
Add profiles: \$140 per person.
Add 3-month mastermind: \$2,325*

"I am sure we will refer back to the exercise many times this year as we face many challenges growing our business." ~ PGA





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Agenda & Activities

Time Study - Before the program, participants will track their activity AND interruptions. They use this data to help them construct a more productive model.

Pre-event Consult (30 minutes) The team leader and the facilitator will review the group information, align on outcomes for the event, and cover any other details to ensure a successful program.

Introductory Challenge (10-20 minutes) We jump right into the program with a thought-provoking activity that requires ideas and input from the entire group to solve. This gets the group engaged and thinking about what they want to get out of the program.

Time Study Review (20-30 minutes) Participants review the results and trends of their time study and identify critical areas that need reconfiguration.

The Leaders Dashboard (30-45 minutes) Too often, people focus on how to get more done without evaluating what is truly worth their time. This exercise gives leaders a simple “one-pager” that identifies the top priorities in their position.

The Ideal Week Exercise (20-30 minutes) Each participant drafts an “ideal week,” taking into account their Leader’s Dashboard and other commitments.

The Compass Planning Model (30 minutes) This time management model works for both long-term time frames and day-to-day planning. It is simple, fast, and effective.

The Hot Seat (30-45 minutes) In small groups, each leader presents their action plan. Their peers provide feedback and offer suggestions for improving their strategy. These insights from fellow leaders are extremely valuable. Leaders then establish accountability systems to ensure follow-through and support.

Final Teamwork Challenge (15-20 minutes) This project demonstrates the need for focus. The conversation afterward reviews the content from the day and practical applications in the real world.

Wrap-up (5 minutes) The team shares observations and what they want to focus on going forward.

Post-event Leader Consult (20-30 minutes) The program facilitator will talk with the team leader to share insights and suggestions for maintaining momentum afterward.

Virtual Group Follow-up (45-60 minutes) Approximately one month after the event, your facilitator will host a virtual follow-up session to review key concepts, answer questions, discuss best practices, and provide accountability for implementing ideas.

