

## TIME STRATEGIES

<b>3-5 Development Sessions</b>	The group of participants will meet weekly for 3-5 weeks. Each session will be approximately 2-3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.
<b>1 Follow-Up Session</b>	The group will meet 3 months following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.
<b>Audio CD Series</b>	<p>5 chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. 5 exposures during the week between sessions results in content retention in excess of 60%.</p> <p><b>Content includes:</b>            Introduction to Time Strategies            Investing Time Through Purpose, Values, and Vision            Time Management Fundamentals I            Goal Setting For Success            Time Management Fundamentals II</p>
<b>Text</b>	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.
<b>Action Plan</b>	<p><b>Self-Evaluation Sections include:</b></p> <ul style="list-style-type: none"> <li>Dream Inventory</li> <li>Mental Development</li> <li>Social Development</li> <li>Physical Development</li> <li>Financial/Career Development</li> <li>Family Life Development</li> <li>Ethics &amp; Beliefs Development</li> <li>Setting Goals and Establishing Priorities</li> <li>Goal Planning Sheets</li> <li>Time Management</li> </ul>
<b>Time Management Analysis</b>	Each participant will analyze his/her personal time management system followed by goal setting where improvement is needed.
<b>Measurable Results</b>	The process is customized and tailored to achieve the measurable outcomes set by each specific client.
<b>Phone/Email Consultation</b>	Participants within the group will have unlimited phone/email consultations with facilitator during the process.