

# Time Management

Making every second matter!



## Program Overview

This workshop offers insight into the concepts of time management and procrastination and introduces methods to help participants use their time wisely to become more productive. By learning and incorporating these tips into their everyday lives, participants discover that effective time management skills can become second nature. The program also teaches techniques for making schedules that fit participants' needs.

## Modules

1. Strategies for Managing Time
  - Identify Priorities
  - Don't say Yes to Every Task
  - Use a Planner
2. Why we Procrastinate
3. Overcoming Procrastination
4. Know what works for You
  - When are you Most Active?

**Target Audience** All - Please note that this program can be tailored to meet the specific needs of the audience or organization.

**Length of Presentation** 1 day workshop

## Goals and Expectations

To learn how to manage time effectively and accomplish more using organizational and planning skills. Participants learn how to overcome procrastination, identify their individual working style and effectively plan and manage their workload.

## Thumbnail Speaker Biography

- CEO of non-profit and for-profit organizations
- Author of the recently published book, *The Navigator of Life*
- Entrepreneur

## Handouts, Activities and Q&A Session

Provided by Speaker

**DR. NATHANIEL J. WILLIAMS**

Ed.D, MHS, MPA, MBA

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