

# Promises To Keep For Leaders

## Developing Effective Time Management & Interpersonal Skills

**If you could reinvest 12 minutes each day, how would that benefit you or your organization?  
What additional results could you achieve?**

One of the ongoing challenges in today's 24/7 information driven economy is effective **time management**. Yesterday's workforce was one of control while today's workforce is one of freedom. Wasted time is costing both individuals and organizations lost opportunities and preventing success.

Leadership of the self becomes even more critical for any individual or business. Yet, many individuals who truly wish to achieve both personal and professional success are faced with doing more in less time. Managing their daily behaviors becomes critical. This **time management** developmental process provides the tools and skills necessary to help individuals become better leaders through improved **time management** skills. In 5 to 8 weeks, individuals can learn how to:

- Evaluate the underlying behaviors and habits
- Identify current obstacles that prevent them from keeping their promises in meeting time commitments
- Understand how to set W.H.Y. S.M.A.R.T. goals
- Recognize the importance of purpose and vision
- Reduce stress
- Make better decisions
- And even learn how to even design more effective meetings both professionally and personally

**Promises to Keep for Leaders** helps individuals to understand the basic premise for effective **time management**. Through 5 chapters, supporting CD's and a Personal Action Plan, participants have numerous opportunities to examine current beliefs and develop new attitudes, skills and knowledge that will result in positive behavior changes thus allowing for increased performance in their personal and professional lives.

**Promises to Keep for Leaders** helps organizations to quickly develop self-leadership and interpersonal skills for employees' improved **time management** and productivity. **HINT:** Twelve wasted minutes each day totals over 50 hours lost hours per year per employee. This approach builds the What's In It For Me (WIIFM) and leads to the What's In It For Us (WIIFU) as the organization.



With almost 40 learning objectives, ***Promises to Keep for Leaders*** is designed to be facilitated over 5 to 6 weeks. This approach supports current educational research that recognizes multiple exposures to a learning event result in 60-65% cognitive retention from 15 years to life while the traditional a one time exposure to a learning event results in a 2% cognitive retention rate after 2 weeks. Time between sessions allows for application of knowledge or performance and provides necessary feedback to ensure that behaviors are beginning to change.

## Time Management Course Outline

Recommended Implementation Schedule

- **Recommended either 5 to 8 weeks**
- **Weekly sessions from 2 to 3 hours**
- **Facilitate 1 or 2 chapters each session**

Alternative Implementation Schedule #1

- 5 Days (Monday through Friday) for 6 hours each day

Alternative Implementation Schedule #2

- One on One Executive Coaching via tele-conference

Alternative Implementation Schedule #3

- One on One Executive Group Coaching via tele-conference

### Deliverables

- Text produced in a silk-screened, 3 ring binder, tabbed for each lesson
- Goal Achievement Action Plan included within 3 ring binder produced or Windows executable software program at an additional investment
- CD's for audio reinforcement

### Session One ~ Kick-Off

#### Objectives

- To recognize foundation for negative conditioning
- To determine the individual's potential
- To understand how beliefs and attitudes impact behavior
- To begin to create a plan for action both personally and professionally
- To recognize that **time management** is about better self-management
- To establish weekly schedule for process delivery

### Chapter One ~ ***Time Management – Why Do We Need It?***

#### Objectives

- To identify current behavior
- To list 3 keys to achieve greater success
- To explain the "Formula for Well Being"
- To list the benefits of time management
- To identify actual time usage

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Connecting **Passion to Purpose to DOUBLE Performance in REAL TIME**

**Chapter Two ~ *Investing Time Through Purpose, Values and Vision***  
**Objectives**

- To define the importance of “meaning”
- To articulate your purpose
- To identify your values
- To describe the 4 factors within the “Cycle of Success”
- To evaluate current activity
- To invest time instead of spend time

**Chapter Three ~ *Time Management Fundamentals I***  
**Objectives**

- To identify the three “D’s”
- To distinguish the difference between efficient and effective
- To recognize time of day when individual is at peak performance
- To establish plan for prioritizing
- To differentiate between Must Do and Should Do
- To identify when to Plan
- To create a “To Do List”
- To describe how to handle interruptions

**Chapter Four ~ *Goal Setting for Success***  
**Objectives**

- To identify the critical relationship between **time management** and goals
- To list benefits of goal setting
- To determine guidelines for goal setting
- To create a goal using the S.M.A.R.T. criteria
- To list 5 steps to goal success
- To understand possibility vs. necessity thinking in goal setting
- To overcome procrastination
- To recognize the importance of balance both personally & professionally

**Chapter Five ~ *Time Management Fundamentals II***  
**Objectives**

- To understand how to use the telephone effectively
- To identify additional time wasters
- To list 5 steps for effective meetings
- To create your own “value” time management plan for at home time
- To list sources of stress
- To describe the benefits to saying No
- To recognize importance of choice

This curriculum is published [by Resource Associates Corporation](#) and during the last 25 years has been successfully implemented in thousands of businesses.