Leading for Performance: Managing Time Wisely

Time is a scarce commodity, which represents a tremendous challenge for most managers. Yet the problem is not really how to manage *time*, but rather a more subtle problem of self-management. Leaders must be able to make the most of their own time and also help employees better manage their time.

Leading for Performance: Managing Time Wisely (LFP-MTW) focuses first on self-management skills so participants will be better able to apply time-management techniques and strategies. Participants assess current time-management habits, analyze personal payoffs for poor time management, and identify ways to realize the same and new payoffs through effective time management.

Program Outcomes

LFP-MTW ensures that an organization's leaders are able to better manage themselves and their time, as well as able to help employees learn to make the most of their time.

Learning Approach

LFP-MTW is delivered as a half-day face-to-face module facilitated by Wilson Learning or a leader-trained in-house professional. This enables:

- Face-to-face interaction among the participants and the facilitator
- True-to-life skills practice with immediate in-person feedback
- The opportunity for real-time commitment to action

LFP-MTW is not linked to a particular planner or tool, but provides insight that applies to whatever system may already be in use.

Enabling Improved Performance

LFP-MTW features various performance application, reinforcement, and support tools. These tools help ensure that leaders can develop skills during the workshop, then fine-tune and apply their newly acquired skills and behaviors back in the organization. Involving managers and training them to coach is also important for successful LFP implementation.

Measurement

Organizations that implement LFP-MTW have access to a broad range of tools to measure initial behavioral changes and business results. For LFP-MTW, one approach may be a web-based survey of participants to identify the degree of change and the differences this change makes. More involved and thorough research options are also available.

Evaluation

Wilson Learning will partner with your organization to measure the initial behavioral changes and business results. We will work with you to set up evaluation systems that help improve outcomes and sustain the momentum of your implementation.

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Key Learnings Are . . .	Your Leaders Will Be Able To . . .
Correct Time Management Practices	Recognize time versus priority and control issues
Personal and Organizational Perspectives	Place activities within quadrants to begin to prioritize, with the dual perspective of personal and organizational priorities
Habits, Intentions, and Styles	Distinguish three key orientations to time that affect habits; identify typical time habits by Social Style
Personal Time Management	Prioritize activities, adapt schedule to key factors, and protect time wisely

Continued

This offering, like all others from Wilson Learning, can be customized to reflect your environment and business priorities and can be integrated with your processes.

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