

ALWAYS PRESENT

INSTITUTE

Always Present Institute offers your employee a 6-week Live Micro-Virtual **TIME MANAGEMENT PROGRAM**.

Critical issues to tackle:

- 1) FIREFIGHTING ADDICTS
- 2) BIG ROCKS
- 3) THE EISENHOWER DECISION MATRIX
- 4) UNDERSTANDING THE PREFRONTAL CORTEX – DECISION FATIGUE
- 5) TIME BLOCKING
- 6) FOUR LEVERS
- 7) EMAIL TIME SUCK
- 8) TO-DO LIST – CAPACITY CALENDARS
- 9) HARD STOPS
- 10) LEARNING TO SAY NO - PROTECTING YOUR CALENDAR
- 11) COMPASS TIME
- 12) PROCRASTINATION

The **TIME MANAGEMENT PROGRAM** —a live, small-group experience uniquely tailored for busy professionals. This interactive, micro-virtual training focuses on your personal growth. This unique pathway to Time management will elevate their abilities without compromising one's time.

Key Benefits:

The key benefits for an employee taking the Always Present Institute's 6-week Live Micro Virtual Time Management Program include:

- 1. Increased Efficiency:** Employees will learn how to prioritize tasks using the Eisenhower Decision Matrix and the "Big Rocks" approach, helping them focus on what truly matters.
- 2. Reduced Stress:** By mastering techniques such as time blocking, hard stops, and saying no, employees can avoid burnout and prevent being overwhelmed by "firefighting" tasks.
- 3. Improved Decision-Making:** Understanding the prefrontal cortex's role in time management will help employees make better, more deliberate decisions under pressure.
- 4. Procrastination Prevention:** Techniques to overcome procrastination will lead to greater productivity and goal completion.
- 5. Work-Life Balance:** The program teaches methods to protect personal time (like compass time and learning to say no), ensuring employees can balance work with life outside of the office.
- 6. Enhanced Focus and Discipline:** The use of to-do lists, time blocking, and the four levers will foster habits of discipline and focus, driving long-term productivity.
- 7. Strategic Thinking:** Employees will be able to better align their daily tasks with larger organizational goals, boosting both individual and team performance.
- 8. Positive Organizational Impact:** With better time management, employees will contribute to a more efficient, goal-oriented workplace, leading to organizational growth.

This program offers practical, immediately applicable skills that will empower employees to take control of their time, ultimately benefiting both themselves and the organization.

Enrolling your employee in the **TIME MANAGEMENT PROGRAM** is a strategic move that will yield significant returns in their leadership capacity, team performance, and your organization's growth. We are confident that the skills and knowledge gained from this program will have a lasting positive impact on both your employee and your company.

For current pricing please refer to <https://www.alwayspresent.institute/time-mgmt>