



Enhanced Productivity and Time Management

A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personality. Personality preferences have an impact on how individuals successfully manage their time. For instance, a person who works best with high levels of change, challenge, and flexibility will not do well to use highly structured time management techniques.

While a person who works best with details, stability, and status quo will thrive with a structured approach to time management. Both approaches are equally effective and neither approach is better than the other.

While there are many time management techniques, in this course, the focus is on five popular ones which include Traditional, Priority Matrix, Aligning Tasks, the Pickle Jar Theory and Deep Work.

The course also covers:

- Planning, setting priorities, scheduling and implementing
- Perceptions and Misperceptions of Time Management, including different styles
- Time Management Style Grid
- Understanding Procrastination, and apply timesaving techniques
- Accountability and taking action
- Building your personal productivity and time management program



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