



Workshop Summary & Impact Areas

Designing and implementing projects effectively depends on having the right tools and knowing how to use them, but it also requires an accurate understanding of yourself and your team. In this program, the participant will learn to effectively use Mind Mapping and Gantt charts, and will also learn how to use other tools which support effective project management.

This program is unique, experiential, and competency driven. Combined with the power of DISC it is excellent at facilitating competency development in the applied field of time mastery and project management. In addition to Microsoft Project, we use the Inscape Time Mastery Profile, Getting-Things-Done methodology, as well as mind mapping techniques integrated with Gantt charts in order to help each participant create a personalized and effective approach to project management. An understanding of Time Mastery and related tools can be used to:

- Increase individual and team effectiveness and efficiency
- Create higher employee motivation
- Aid in decision making
- Improve Project Management
- Enhanced communication
- Support Performance Management Initiatives
- Improve Planning & Organizing

Our Philosophy

Creating longer 'to-do' lists or fancier calendars and organizers is not the most effective way to master your time. Having a clear understanding of your strengths and weaknesses in the area of time management is an essential starting point. Only once you have a clear understanding of yourself can you effectively and efficiently use time mastery tools to ensure that you focus on the right areas, and truly use your time and resources in a way that will ensure the accomplishment of your goals.

Learning Outcomes

By the end of the workshop, the participant will be able to:

- ✓ Use Mind Mapping and Gantt charts to successfully implement project development and management.
- ✓ Reduce stress, save time, and become more efficient and effective through having a systematic approach to action management.
- ✓ Identify 12 categories of habits which result in time mastery.
- ✓ Recognize the benefits of the GTD approach and begin to implement the system in their day-to-day time mastery.
- ✓ Effectively use Microsoft Project to design and implement projects.

Assessment Tool

Our Time Mastery assessment engages the participant in an holistic overview of 12 categories of habits that result in time mastery. In addition to focusing on the 12 habits, we use the Inscape Time Mastery Profile, Getting-Things-Done methodology, as well as mind mapping techniques integrated with Gantt charts in order to help each participant create a personalized and effective approach to time mastery.

