

This session can be offered a la carte throughout the year or added to any other program within our suite of programs.

Time Management (90-min)	
<b>Audience</b>	<ul style="list-style-type: none"> <li>Available to all levels</li> </ul>
	<ul style="list-style-type: none"> <li>\$350/participant*</li> <li>1-small group session</li> <li>Typical payments as follows:               <ul style="list-style-type: none"> <li>Balance due upon contract execution</li> </ul> </li> </ul> <p><i>*Option to add an Arc Planner for \$40/participant</i></p>
<b>Task</b>	<b>Details</b>
<b>Pre-work:</b>	<ul style="list-style-type: none"> <li>Participant Evaluation:           <ul style="list-style-type: none"> <li>Rate Your Time Management Skills</li> </ul> </li> </ul>
<b>Discussion Topics:</b>	<ul style="list-style-type: none"> <li>Do, Defer, Delegate, Delete</li> <li>80/20 Rule</li> <li>ABC's of Setting Priorities</li> <li>Protect Your Einstein Window</li> </ul>
<b>Materials Provided:</b>	<ul style="list-style-type: none"> <li>Not applicable</li> <li><i>*Optional: add an Arc Day Planner with Section Tabs for each participant</i></li> </ul>
<b>1:1 Participant Coaching</b>	<ul style="list-style-type: none"> <li>I will also be available for an additional 90-days after program has been completed for any follow-up questions or concerns from participants (1-hr/participant)</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>Can be offered multiple times within a year (semi-annually; quarterly) based on client needs</li> </ul>

