



LIFE MANAGEMENT COACHING

ARE YOUR EMPLOYEES RUNNING THEIR LIVES?

OR ARE THEY JUST TRYING TO KEEP UP?

The difference between Life Management Coaching and Time Management Training is the support provided to participants (One-on-One) to develop weekly action plans and ensure they are followed until success is accomplished. Every action plan is customized to fit the participant's personality and level of maturity.

TRADITIONAL TRAINING FOCUSES MORE ON PRIORITIZING AND SCHEDULING.

In this Coaching Program, we approach solutions for all the areas of life and time management described below:

ATTITUDES: We help participants to understand how the correct attitude on the importance of being on time is critical for success in time and life management.

GOALS: Without knowing where the finish line is, most people will not be able to get there! We train participants to understand how to turn a wish or desire into a SMART goal. *Specific, Measurable, Achievable, Realistic and Timed.*

PRIORITIES: Participants will learn how to determine when is the best time to work and when is the best time to play. The Eisenhower Method of prioritizing helps participants to determine what tasks are urgent and how to ensure they are performed on a timely basis.

ANALYZING: This is one of the most critical parts of Life Management. The participant, through record keeping, will learn why the completion of a task was not accomplished so they can make the required adjustments to succeed next time.

PLANNING: Participants learn that before anything is implemented, a particular thought process needs to be followed – this is *Planning*. When will I do the task, what will I get out of doing the task, how much time is involved in doing the task, and several other questions pertinent to the task itself.

SCHEDULING: Participants will also learn that when they schedule specific tasks, they should take into consideration that additional time may need to be put aside for preparation and review of execution challenges, morning or afternoon, easy or hard, etc.



INTERRUPTIONS: We work with the participants to learn how to *manage* their interruptions. This is accomplished through a process of identification of interruptions and the interrupters, as well as distractions and the distracters, to ensure they can set the correct expectations with each individual preventing the interruptions or distractions from becoming a problem.

RUNNING EFFECTIVE MEETINGS: In study after study, ineffective meetings are mentioned as one of the *largest time wasters* in a company today! Young people preparing to enter the workplace and “seasoned” participants can overcome this problem by learning how to run effective meetings using Parallel Thinking.

COMMUNICATION: Most conflicts and errors today occur because of *poor communication!* In this program, the participant will learn how to write effective e-mails, manage today's information overload society, and how to best communicate verbally through effective role playing methods. Conflict Management and Conflict Resolution Training are also delivered during this segment.

DELEGATION: It is a process that requires *planning*. It also requires a clear understanding of the need to develop trust among the people they will be delegating to, and an understanding of how to handle the projects or tasks that have been delegated to them.

PROCRASTINATION: Procrastinators will learn how to work difficult or boring tasks into their schedule for on-time delivery, *eliminating* the problem of procrastination.

TEAM TIME: Most of us do not work in a solitary environment. Through focused Team Building and Team Dynamics Training, participants will learn how poor individual performance impacts the overall TEAM, and how to best manage team members not working well together.

All these areas are managed using a proprietary tool referred to as an **ACTION PLANNER**. Very specific actions are determined between the participant and the coach to ensure all the areas described above are improved.

Through the use of a Time Management Questionnaire, the coach will develop a baseline of each participant's current level of time management understanding. These same questions will be used to design a personal program for a participant and how to follow-up on action items.



THE PROCESS:

- For the most effective use of time, this Program is conducted on the Internet Meeting Platform = *No waste of time traveling to a classroom setting.*
- This Program requires a minimum commitment of 4 weeks of your time!
- Participants will complete the Time Management Questionnaire to determine their level of competency in each of the areas described above.
- ALL action plans are customized to each participant's communication style, as determined by the Marlston Model Profile.
- Weekly 15 - 30 minute meetings are used to assess the success of the current action plan and to fine tune and refocus the action plan, if required.
- Progress is tracked weekly and a progress graph is generated for each participant. This graph is also provided to the participant's mentor or supervisor for quick assessment of progress.
- Investment: \$250.00 per participant (All materials are included)
- Additional training can be purchased for individuals who may request additional support at the rate of \$50.00 per coaching session.
- All materials for training are the sole property of NFA and may not be reproduced without prior written consent from NFA. No user fee is required at this time.