

TIME MANAGEMENT COACHING

The difference between Time Management Coaching and Time Management Training is the support provided to participants (One-on-One) to ensure action plans are followed and success is accomplished.

Traditional training focuses more on Prioritizing and Scheduling.

In the Coaching Program, we approach solutions for all the areas of time management mentioned below.

ATTITUDES
GOALS
PRIORITIES
ANALYZING
PLANNING
SCHEDULING
INTERRUPTIONS
MEETINGS
COMMUNICATION (written and verbal)
DELEGATION
PROCRASTINATION
TEAM TIME

The class starts with the Time Mastering Profile and the DiSC Profile to determine the level of competency of the participant in each one of these areas.

It is followed by weekly 15 to 30 minute meetings to assess the success of the current action plans established for changes, and to fine-tune and refocus, if necessary.

ALL action plans are customized to each participant's communication style as determined by the DiSC profile.

Progress is tracked weekly in the profile tool to make quick assessments of progress.

For more information, contact NFA at 704-231-8512.