



PROFESSIONAL  
EFFECTIVENESS

# 10 Time Wasters and their Antidotes



## COURSE SPECIFICATIONS



### FORMAT

- In-house



### DURATION

Training is given in a half-day (3 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)



### TARGET AUDIENCE

This training is for anyone who wants to improve their productivity by reducing or eliminating time wasters.



### DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities. Participants' experiences are used as support to put new notions into action.

Highly personalized and interactive approach, the groups are limited to 15 participants.



### LANGUAGE

Available in:

- French
- English



### CERTIFICATION

Training Certificate



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## DESCRIPTION

Time wasters and bad habits impede our daily performance. They misuse our seconds, our minutes, our days, without us realizing it.

This workshop presents the most common sources of ineffectiveness at work and identifies our main time wasters. Also, it helps us to choose ways of improvement and means to develop a specific and personalized action plan.

## OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Identify time wasters;
- Become aware of current behaviors;
- Identify areas for improvement;
- Adopt proactive practices.

## COURSE CONTENT

### TAKING CONTROL OF OUR TIME

- Taking ownership and investing it wisely
- The Approach

### THE TIME WASTERS

- Identify time wasters and bad habits
- Explore and understand the causes of time wasters

### THE ANTIDOTES

- Explore ways for improvement

### PERSONAL ACTION PLAN

- Reduce / eliminate lost time at work
- Adopt solutions

