Self and Time Management

Session Overview

Self and Time Management goes beyond calendars and checklists. It involves understanding strengths, managing energy, and focusing on what matters most. In this interactive session, participants learn how to assess personal strengths and weaknesses, apply proven time and energy management frameworks, and design a rhythm that works for themselves and their teams. The session explores practical tools like the Strengths & Weaknesses Matrix, the Urgent vs. Important Matrix, and various approaches to time management. Participants leave with actionable strategies to boost productivity, prioritize effectively, and create space for what is valued most.

What Participants Will Gain

- A structured approach to identifying strengths and areas for growth
- Practical frameworks for managing time and energy, including time blocking and prioritization
- Tools to increase productivity, focus, and job satisfaction
- Strategies for delegating, scheduling, and designing an ideal work rhythm
- Opportunities for reflection, group discussion, and action planning to support ongoing development

Duration Options : 60 minutes, 2 hours, or half day.

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