



TIME MASTERY WITH RAE JAMIESON

Description of course material

The Time Mastery workshop is both diagnostic and prescriptive. In the first 30 minutes, participants answer a questionnaire that reveals their skills in each of twelve areas relating to the mastery of our time:

1. Attitudes
2. Goals
3. Priorities
4. Analyzing
5. Planning
6. Scheduling
7. Interruptions
8. Meetings
9. Written communications
10. Delegation
11. Procrastination
12. Team time

We then discuss each of these topics individually, providing down-to-earth solutions to time management issues that can be implemented immediately in the student's real-world situations.

We provide two resources for each student that add to the usefulness of the training, as they are a readily available reminder of the many issues we have discussed.

The first resource is Inscape's 35-page workbook. This book contains the questionnaire that was completed at the commencement of the session, and detailed explanations of the topics we discuss. Copyright issues do not allow us to reproduce the book or any portions of it here, but an abridged version of part of the book can be viewed at www.internalchange.com/disc_profile_store/TimeMasteryOnlineSample.pdf

Each participant also receives a copy of all the PowerPoint slides that form part of the presentation.

Inscape Publishing – Course developer

Minneapolis based Inscape Publishing is a leader in the development of training products covering interpersonal skills for the business person. Their courses include topics such as sales, leadership, management and communication.

The Time Mastery workshop was originally developed for "Inscape" in 1992 by Dr. Larry Baker and Dr. Merrill Douglass, and it has now been translated into twenty one languages in fifty countries. Its longevity and popularity bear testimony to its widespread acceptance in the international business community.