

Sample Deliverables – Time Strategies

DELIVERABLE	DETAILS			
3-5 Development Sessions	The group of participants will meet weekly for 3-5 weeks. Each session will be approximately 2-3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.			
1 Follow-Up Session	The group will meet 3 months following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.			
Audio CD Series	<p>5 chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. 5 exposures during the week between sessions results in content retention in excess of 60%.</p> <p>Content includes:</p> <table data-bbox="562 797 1801 886"> <tr> <td data-bbox="562 797 947 886">Introduction to Time Strategies Time Management Fundamentals I Time Management Fundamentals II</td> <td data-bbox="1230 797 1801 854">Investing Time Through Purpose, Values, and Vision Goal Setting For Success</td> </tr> </table>	Introduction to Time Strategies Time Management Fundamentals I Time Management Fundamentals II	Investing Time Through Purpose, Values, and Vision Goal Setting For Success	
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Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.			
Action Plan	<p>Self Evaluation Sections include:</p> <table data-bbox="562 1117 1703 1235"> <tr> <td data-bbox="562 1117 894 1235">Dream Inventory Physical Development Ethics & Beliefs Development Time Management</td> <td data-bbox="915 1117 1346 1206">Mental Development Financial/Career Development Setting Goals and Establishing Priorities</td> <td data-bbox="1419 1117 1703 1206">Social Development Family Life Development Goal Planning Sheets</td> </tr> </table>	Dream Inventory Physical Development Ethics & Beliefs Development Time Management	Mental Development Financial/Career Development Setting Goals and Establishing Priorities	Social Development Family Life Development Goal Planning Sheets
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Sample Deliverables – Time Strategies (cont.)

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Time Organizer (optional)	Each participant will receive one 5 1/2” by 8 1/2” Daily Planner.
Personal Vision	Each participant will develop a vivid mental picture of his/her future direction.
Professional and Personal Goals	Each participant will begin to crystallize goals aligning both their personal and professional lives.
Time Management Analysis	Each participant will analyze his/her personal time management system followed by goal setting where improvement is needed.
Concept Application Through Goal Setting	The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.
Critical Issues	Each participant will identify 3 critical issues within the organization and develop comprehensive action steps for each issue.
Self-Concept Profile	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Phone/Email Consultation	Participants within the group will have unlimited phone/email consultations with facilitator during the process.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.