

Practicing Efficient Time Management

“Lack of direction, not lack of time, is the problem. We all have twenty-four-hour days.”
— Zig Ziglar

If you were to ask an ancient Greek what time it was, he would have asked if you were referring to *Chronos* or *Kairos*? *Chronos* means clock time—What time is it? While *Kairos* means the right time—What time is it *for*? Both are important. Chronological time, which is both linear and sequential, cannot be slowed down or stopped. It must be utilized effectively. *Kairos* is a measurement of time, not in minutes, but in moments—when significant opportunities present themselves. This training is designed to help participants practice efficient time management by utilizing both *Chronos* and *Kairos* together to focus on what is most important.

The following learning objectives will be covered:

- 1. Describe Time as a valuable resource**
- 2. Learn how to develop a master plan for goal setting**
- 3. Understand how to prioritize for daily time management based on tasks that are important and urgent**
- 4. Describe energy drains and gains**
- 5. Explore myths of time management**