

A close-up image of a silver stopwatch with a white face and black markings, set against a blue background.

XL In Time Management - Coaching Program -

Introduction

The road to success begins and ends with time management. In a busy world, the ability to become effective at this vital habit is absolutely essential, for the successful manager and self leader.

Developing the habit of successfully planning, prioritising, managing your schedule and managing your *self* isn't easy. Human beings are creatures of habit, finding it easier to *do what we've always done*. We know this from our own experience and from having facilitated workshops in time management – most participants raise their hands when asked if they've previously attended a 'time management training course', or read a book on time management. Motivation diminishes upon leaving the training room, so we have put together a program that takes a different approach.

It takes **21-days to form a habit** and so we bring to you an accountability program that spans 28 days to encourage you to form new behaviours.

The program can be delivered one-to-one or with groups of up to 12 people.

For TM coaching to be successful you need to be:

- Committed to cracking this tough nut and
- Willing to carry out the homework assignments.

The Process

Once you decide to embark upon this journey of change, we email your first assignment, which involves identifying your goals and priorities. This is a process of self-reflection and can take a few days and/or a few conversations with people who know you well.



- Every leader (and we are all leaders) needs to know where they are going, or they are a ship without a rudder.
- If you don't take action based on your priorities, you'll never arrive at your desired destination.
- How can you know when to say 'no' if you don't know what's most important?

Your first coaching session takes place one week after your first assignment. You call the assigned telephone number. During the session we discuss the assignment; any questions or challenges that have arisen and you take action in between sessions.

You attend four weekly telephone coaching sessions, which provide support and accountability to ensure your success.

Assignments cover planning, prioritising, delegating, learning to say 'no', overcoming distractions and putting off procrastination.

The Next Step

[Contact us](#) to discuss XL in Time Management.

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