

**Course Outcome:** To give participants freedom from time-stress now, and in the future, by teaching them how to upgrade their personal systems for time management and productivity.

**Learning Objectives:**

1. Participants will be able to escape feelings of stress, overwhelm and information overload by changing their habits so that fewer demands on their time are managed using their memory.
2. Participants will analyze and incorporate upgrades to their time management systems when an increase in workload brings new time demands, so that none falls through the cracks.
3. Students will craft a plan for learning new habits and shedding old ones that covers the next 18-24 months, and continuously increases their productivity.
4. Participants learn how to escape email overload now, and in the future.

**Logistics:**

The programme includes a one day workshop, starting at 8am and ending at 5pm. It continues after the class with a 7 lesson multimedia e-learning course that is self-paced. For the most recent schedule see <http://newhabitsja.info> (Jamaica) and <http://newhabitstt.info> (Trinidad.)

**Workshop and e-learning Topics:**

- Critical Definitions: Time Demands, Fundamentals and Peace of Mind
- How to Design a New Time Management System
- The 7 Essential Fundamentals of Time Management
  - Capturing
  - Emptying
  - Tossing
  - Acting Now
  - Storing
  - Scheduling
  - Listing
- Evaluate Your Current System
- Plan An Upgrade, plus Habit Changes and Support Mechanisms
- Growing Your Skills from a White Belt to a Black Belt

**Who Should Attend:**

Knowledge-working professionals at ALL skill levels of personal productivity who have discretion over their time. Computer literacy is assumed.

This blended learning programme will be delivered by Francis Wade, President of Framework Consulting: <http://2time-sys.com>. To register visit the appropriate link to your country, listed above.