



Time Management - The Sid Way: A Self-Initiated Development Workbook for Leaders and Managers

By Ben McDonald

Benchmark Learning International, United States, 2011.

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*****.Successful time management and achieving a good work-life balance are keys to your success. Do you feel frustrated because you never seem to have enough time to get everything done? Do you often take work home and rob time from your personal life to get things done? Is your day filled with time wasters? Do you procrastinate and avoid difficult tasks? If you answered yes to any of these questions, you need to improve your time management skills and behaviors. At one time or another we all have time management problems. Time Management - The SID Way is part of BenchMark Learning International s Self-Initiated Development Series. This workbook gives leaders the tools to effectively manage their time to get the important tasks completed, without having a negative impact on their work-life balance. This workbook includes: Review of the Self-Initiated Development (SID) Model Time Management Self Assessment to determine your strengths and weaknesses Coaches Tips and Guidance Case Studies and Exercises Specific Development Recommendations based on your self-assessment results Development Plan Template to guide your development...



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