



## MANAGING TIME – MANAGING LIFE

### Objectives

- Attack your top time-wasters
- Discover your time management strengths and build on them
- Recognize your time management weaknesses and make them stronger
- Achieve harmony between your work time and your personal time

### Overview

Of all the resources available to us, time is the most precious and the hardest one to use well. If you struggle to manage your time, you will find managing all of your daily tasks much harder and the quality of your relationships will suffer.

Effective people manage to assert more control in their lives by practicing good time management. The Insights approach to time management combines the power of well-grounded traditional approaches with the self-knowledge gained through understanding our different personalities.