

# Time Management & Productivity

Enriching Personal Management Skills Online

**Description:** Many professionals are now expected to produce positive results with fewer resources. Maintaining focus, prioritizing responsibilities and managing time in meetings and projects can be a major challenge to success. The COVID-19 crisis with the abrupt move to work from home and zoom calls has made productivity even more challenging. This program provides participants with tools for managing their work activities in a way that helps them best accomplish personal and organizational goals. Participants will leave with tools for maximizing strengths in time management and reducing “time wasters.” Participants will have opportunities to practice time management skills and receive feedback during this workshop.

## Learning Objectives:

- Improves individual and team productivity
- Boosts individual’s fulfillment due to spending time on top priorities
- Improves individual’s ability to map work activities to organizational goals
- Helps individual manage time in meetings and on projects
- Provides individuals with tools for reducing stress and “time wasters”

**Lead Facilitator:** Calvin Tiessen

**Language:** English

**Dates & Time:** May 14 & 15, 9am-11:45am

**Registration Deadline:** May 8

**Location:** Online. Zoom link sent after registration is completed

**Confirmation Email:** Confirm names and email addresses of participants with Junida Katroschi at [junida.katroschi@aab-al.org](mailto:junida.katroschi@aab-al.org).

**Cost:** 100 Euro/participant.

*“Very helpful”  
“Trainer Calvin Tiessen made  
the group feel at ease. I feel  
already able to implement the  
tips in my daily plan”*

*-Nevila Bozdo,  
Head of Sales, Dompe Albania*

Cost includes:

- Five hours of facilitated instruction with the facilitator.
- Two hours of facilitated-pre work.
- Up to one hour of pair work in between facilitated sessions.

**Lead Facilitator Short Bio:** Calvin Tiessen



**Calvin Tiessen**

Calvin Tiessen has led multiple organizations in Albania and abroad through the strategic planning process of clarifying mission, vision, values and strategic objectives. He has delivered training in communication, time management and leadership to business and non-profit clients. Calvin brings a unique blend of business experience, multicultural knowledge and excellent facilitation skills to create powerful learning events.

**Tentative Outline:**

**Chapter 1: Analyze**

**Chapter 2: Set Goals**

**Chapter 3: Plan**

**Chapter 4: Strategize**

**Chapter 5: Action Plan and Close**

**Optional Zoom Orientation:** We will provide a brief Zoom orientation session for any clients that request this prior to May 13. During the orientation session, we will walk you through the basic functions of Zoom.

**Materials Needed:**

- PC
- Free Zoom Account linked to email account you use to register for this course.
- A4 Paper
- Pencil / Pen
- Colored pencils, crayons or markers