

Becoming a Time Management Coach



WEBINAR

Pre-Work	<ul style="list-style-type: none"> • Reading, Video and Self-assessment 	Module 4	CUSTOMIZED PLANNING TOOLS: Lessons Learned <ul style="list-style-type: none"> • Client Experience Report • Best Practice Share • Expert Faculty Coaching
Module 1	THE ESSENTIAL TIME MAP: Strategies <ul style="list-style-type: none"> • Reading your client's needs • Analyzing where does the time go • Mechanics of Time Map Before • Prescribing a new plan • Client Session structure 	Homework	READ CHAPTER 3 OF NEVER CHECK EMAIL IN THE MORNING
Field Assignment	CLIENT PRACTICE SESSION: Time Map	Module 5	CLIENT SKILL BUILDING: Strategies <ul style="list-style-type: none"> • Diagnosing strengths, challenges • Determining priorities • Spot Coaching on specific skills
Module 2	THE ESSENTIAL TIME MAP: Lessons Learned <ul style="list-style-type: none"> • Client Experience Report • Best Practice Share • Expert Faculty Coaching 	Field Assignment	CLIENT PRACTICE SESSION: Skill Building
Module 3	CUSTOMIZED PLANNING TOOLS: Strategies <ul style="list-style-type: none"> • Assessing existing tools • Customizing planner features • Sorting through backlog • Time Estimating & The 4D's • Client Session structure 	Homework	FIELD PRACTICE ASSIGNMENT <ul style="list-style-type: none"> • Conduct Client Session III
Field Assignment	CLIENT PRACTICE SESSION: Planning Tools	Module 6	CLIENT SKILL BUILDING: Lessons Learned <ul style="list-style-type: none"> • Client Experience Report • Best Practice Share • Expert Faculty Coaching
		Course Wrap Up:	Action plan & Self-Assessment