



Course Description

General information

Description

Participants will learn how to identify time drains, align their schedules with their values and priorities, and use simple frameworks and tools to work more effectively.

Course Length

90 minutes

Expectations and goals

By the end of this session, the participants should be able to:

- **Identify** how they currently spend their time by completing a basic time audit.
- **Differentiate** between urgent and important work and explain why prioritization matters more than “having more time.”
- **Understand** how to apply three popular prioritization frameworks (Eisenhower Matrix, MoSCoW, and Pareto Principle) to real-life tasks.
- **Reduce** overwhelm by identifying tasks to eliminate, delegate, outsource, or automate.
- **Create** a realistic daily or weekly task plan aligned with their top personal or professional priorities.
- **Commit** to at least one actionable change to improve their time management after the session.

Additional Information

Prerequisites

None.

Course materials

This course includes a:

- Handout including references for quick reference and continued learning.

Format

Online or in-person

Course Outline

1. Introduction and Context Setting
 - Participant check-in and reflection
 - Course Overview / Tech check
2. Understand Where Time Goes
 - High-level time audit
 - Identifying time drains
 - Reframing productivity and measures of self-worth
3. Time Management Foundations
 - Defining Time Management
 - Why priorities matter more than time
 - Aligning work with values and goals
4. Prioritization Techniques that Work
 - 1-3-5 for daily planning
 - Eisenhower Matrix
 - MoSCoW prioritization
 - Pareto Principle
5. Ways to Reduce Your Load (overview)
 - Eliminating Tasks
 - Delegating and outsourcing effectively
 - Automating routine work
6. Maintaining Focus
 - Multi-tasking and task switching
 - Pomodoro technique
 - Introduction to digital wellbeing
7. Wrap Up and Next Steps
 - Key Takeaways
 - Personal goals
 - Q&A



Contact Information

Rainwater Growth provides practical, result-driven training and consulting for busy professionals and organizations. Our approach emphasizes clarity, sustainability, and productivity using accessible routines and existing tools.

Schedule a free, short call to bring this training to your group or organization:

<https://shortcut.rainwatergrowth.com/quickconnect>

On our **Eventbrite** page, you can find out about our upcoming interactive live training classes.

<https://rainwatergrowth.eventbrite.com>

For questions, to request a quote, or to schedule a course tailored to your organization, please visit:

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