

2022

Value of Time



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Gerard Ibarra Business Consulting Course 3.0



“Value of Time”



Description

Give guidance on how to manage one's time more effectively. The individuals will learn about Systems 1 and 2 Thinking, and when is the best time to perform certain tasks. They will also be presented with three planning/scheduling techniques. They are the Earliest Due Date, Shortest Processing Time, and Moore's Algorithm. Lastly, two simple and effective techniques shall be introduced to train individuals how to become more efficient.

The Individuals Will

- ✓ Recognize the importance System 2 Thinking has on being efficient and effective.
- ✓ Know when to schedule tasks depending on the type of task and time of day.
- ✓ Find when to use or interchange planning/scheduling techniques.
- ✓ Take charge of being more efficient with one simple timing method.

Suggested Students

Trainers and All Employees

Deliverables

This is a 90-minute course. Maximum per class is 20 individuals. Copies of *Good Decisions, Better Outcomes: A Simple Five-Step Process to Help You Make Important and Difficult Decisions with Confidence and Clarity* can be negotiated based on bulk pricing.

