



EXECUTIVE TIME MANAGEMENT

Managing focus, energy & relationships for sustainable high performance

The Charles Hotel, Harvard Square, Cambridge, Massachusetts

SAMPLE PROGRAM AGENDA

Day 1

7:30 a.m. – 8:30 a.m. *Registration and Continental Breakfast*

8:30 a.m. – 12:30 p.m. **Overview**
Know Your Purpose for Change

Create Your Vision:
Taking Stock of Current Reality
Choose Support

12:30 p.m. – 1:30 p.m. *Luncheon*

1:30 p.m. – 5:00 p.m. **Time Management Strategies**

- **Guiding**
- **Strategizing**
- **Connecting**

5:00 p.m. *Closing*

5:00 p.m. – 6:00 p.m. *Reception*

Day 2

8:00 a.m. – 8:30 a.m. *Continental Breakfast*

8:30 a.m. – 12:00 p.m. **Time Management Strategies (continued)**

- **Connecting (continued)**
- **Doing**

12:00 p.m. – 1:00 p.m. *Luncheon*
Brattle Room

1:00 p.m. – 4:00 p.m. **Organizational Time Management, Taking Effective Action, Going Deeper**

4:00 p.m. *Adjournment*