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Program Title:

Take Time to Make Time Work for You

Program Description:

The biggest argument against implementing effective time management practices is that we don't have enough time—particularly busy lawyers. With the increasing pressure to bill time, this is a valid argument. However, taking time to be strategic about our time increases efficiency and effectiveness.

This workshop approaches time management through the lens of priorities—professional or career priorities to be exact. Establishing clear priorities helps protect our career vision and goals from distractions—the most pervasive enemy of effective time management.

The good news is, many of the skills lawyers employ every day can be easily translated into becoming efficiency experts. The best practices section of this workshop explores leveraging these skills, establishing boundaries and using resources such as technology effectively. Participants will learn to create guidelines, systems and procedures to keep time working for them.

Learning Objectives:

- Understand the importance of having effective time management skills
- Clarify career vision & goals
- Prioritize goals
- Acquire best practices for effective time management
- Identify when technology works for you and against you
- Recognize the relationship between time management and stress management

Program Length/Size:

This workshop is two hours. It can be scaled back or expanded to fit client objectives.

Components:

- Participants are asked to come to the workshop with particular examples of time management challenges
- Career vision and roadmap exercise
- Effective time management checklist
- List of suggested readings and resource materials

Target Audience:

This workshop is ideal for all levels of associates (particularly mid-level and senior associates); partners; law firm administrators.

Optional Components for Additional Cost:

- Pre or post-workshop 360° feedback from up to five people per participant soliciting specific competencies with respect to time management.
- Individual one hour one-on-one coaching sessions for each participant specific to their skill set around having difficult conversations.
- Understanding how MBTI type effects time management skills. Adds one hour onto the workshop.