

Are you trying to do more with fewer resources? Are you and your people making all the progress you would like to make and are capable of making? Come and learn how to have:

Increased Productivity Through Effective Personal Management

Workshop Objectives & Benefits

- How to find an additional hour per day to work on important goals and high payoff activities you do not have time for now
- How to gain control of your time and focus on what matters most.
- How to find time for personal priorities
- How to reduce stress by practicing pro-active self-management.
- How to effectively manage all the commitments and promises you are making and accepting everyday so nothing slips through the cracks.
- Enhance leadership, communication and determine development areas.

Workshop Outline for Two Sessions:

- I. Introduction and Workshop Objectives
Definition of Effective Personal Management
- II. Principles of Effective Personal Productivity
Principles of Time
- III. Pro-active Time and Personal Management
High Pay Activities
Critical Challenges
Crisis Mode Management
Tyranny of the Urgent
Quadrant II Time Management
- IV. Planning and Setting Goals
- V. The Wheel of Life-Becoming a Total Person
Putting the Wheel to Work
Dream Lists
- VI. The Ten Commitments
Principle Based Operating System
- VII. The My-Tyme System
Monthly Planning Steps
Blocking Time
1-31 Day Tracking
Daily Organizing Steps
Closing Out Your Day
Communication Planning
Conference Planning
Meeting Planning

The next workshop dates:

August 26, 2010 & September 2, 2010
9:00 AM to 12:00 PM

Investment for both three-hour sessions, including Productivity Analysis, My-Tyme Success Planner, and on the job Application Plan:

\$275.00 per person
on or before August 20, 2010

\$295.00 per person
after August 20, 2010

To get more information or to make your reservation, call:

913-599-4511