



Do You Want to Increase

- ✓ **Productivity?**
- ✓ **Team Effectiveness?**
- ✓ **The Bottom Line?**

If Yes, Then We Have a Program For You!

Time and Business Management Workshop

Our Time and Business Management Workshop shows participants how to prioritize, eliminate unnecessary activities, and manage personal and professional time management skills efficiently.

The Time and Business Management Workshop is priority driven and, through the use of worksheets and an analysis of participants own time usage, each participant learns how to solve their own time and management issues and leaves with an organized plan to meet their business and life goals.

On-Site Time and Business Management Training can be tailored to the needs of client organization and delivered at your location.

Participants in our Time and Business Management Workshop will learn how to:

- identify the top time wasters
- prioritize
- limit interruptions
- delegate tasks
- consolidate tasks and errands
- plan effectively and organize paperwork
- implement a daily plan format
- gain balance between professional goals and personal time
- set goals and prioritize
- recognizing choices
- say “no”
- effectively prospect
- build a strategic alliance team

The Program provides practical techniques for identifying key time wasters, setting boundaries, handling interruptions and maximizing productivity. Participants will learn how to incorporate these techniques into their daily activities by setting goals, writing out objectives and developing a daily action plan that promotes focus, discipline and creativity.

This time, like all times, is a very good one, if we but know what to do with it.

—Ralph Waldo Emerson