



# Time Management All Day

## Topic Importance

I'm sure you've heard the expression, "My, how time flies." We are continuously looking at ways to "save" time to get more things done. We're all busy with traditional activities of life – work, business, family, social commitments. This **Interactive Workshop** will show you how to effectively manage the demands on your time. You will learn how to **complete your priority items quickly and manage procrastination.**

## Objectives

During this workshop, you will have opportunities to:

1. Create a personal mission statement for your "life map" – **Individual Exercise**
2. Identify your time wasters and decide their fate – **Team Exercise**
3. Develop goals and a to-do list for important areas of your life – **Individual Exercise**
4. Prioritize your to-do list to support your goals – **Individual Exercise**
5. Apply the *5 minute Rule* to manage procrastination
6. List and select tools to track your activities – **Team Exercise**

## Benefits

In 3 short hours you will learn:

1. Two techniques to complete your priority items first and become more productive
2. When and how to say "no" to others who make demands on your time
3. How to manage procrastination
4. Three choices to deal with daily activities
5. How to create personal time for a balanced lifestyle
6. Ten observations to evaluate your current time management level

## Expertise

Acquired from several years as a Corporate Manager, from MBA and Ph.D. (ABD) studies and research. Successfully apply these techniques as a Corporate Trainer and Motivational Speaker who delivers training workshops and keynote speeches to organizations.

## Duration

3-Hour **Interactive Seminar**

## Target Audience

Administrators, Business Owners, Executives, Managers, Professionals, Supervisors, Support Staff and anyone who wants to utilize their time more efficiently

## Class Size

10-12 participants - optimum for increased personalized attention and more interactions

## Why Positive Actions

Over the past four years, **Positive Actions** has motivated teams to increase productivity, teamwork and communications with each other and their customers through customized cost-effective Training Seminars and Motivational Speeches. Positive Actions quickly provides customized, creative, cutting-edge and cost-effective training solutions to satisfy your training needs. For example, we had a 2-day turnaround to provide training solutions to a major corporation that we successfully accomplished. Organizations save time and money and increase productivity that will in turn increase their bottom line by using techniques learned in our workshops. Additionally, **Positive Actions** provides timely follow-up to enhance business objectives.

*"Thank you for your wonderful seminar on Public Speaking. My group of trainers as well as myself learned so much from the exercises. We all felt empowered and more confident in our training capabilities."*

- L. Rones, Nordstrom Regional Director

**Invest in your employees with Positive Actions today—satisfied employees provide fantastic customer service! "Companies that invest above the average in employee learning outperform the stock market by more than 45%. Those that don't, under perform by 22%." (ASTD/Bassi).**