

ADVANCED TIME MANAGEMENT & PERSONAL PRODUCTIVITY

Work Smart, Live Smart

Busy professionals live complex lives. Leaders routinely remark that the volume of tasks and appointments in their day limits their effectiveness, productivity and focus. Spending more time working isn't the solution; professionals need advanced tools to manage complexity and achieve more, while caring for their health and lives.

Advanced Time Management & Personal Productivity draws from decades of research on how and why highly effective individuals set goals, plan their days, prioritize their time and manage their lives. As a participant, you will investigate and illuminate the personal obstacles preventing you from achieving your peak level of performance, both on and off the job. At the completion of the program, you will have a plan to increase personal productivity while leading a healthier, more productive life.

YOU WILL LEARN TO:

- Analyze your current time management practices and uncover the anchors that prevent you from achieving more.
- Identify and set clear, focused goals for yourself in your work, health, relationships, finances and other essential areas.
- Avoid time-wasters, road blocks and unproductive meetings, which hinder your ability to lead.
- Utilize proven techniques and develop key skills to gain more out of your time while avoiding burnout.
- Understand how to achieve and sustain peak performance for longer periods of time.
- Create a personal strategic plan that will help you achieve your goals both professionally and personally.

“This seminar ended up being scheduled at one of my busiest times and I attended thinking, ‘How am I going to take time away from business?’ It was **JUST WHAT I NEEDED!** A mental vacation, a time to move out of my ‘professional’ box and live in my ‘personal’ box for a change! I learned that it is **not only important to lead your employees by professional example but personal as well.** If you have a balanced life and fun, you are setting the same tone for your team as well.”

— Kay Olin, President, Local Focus Radio

» WHO SHOULD PARTICIPATE

- Leaders at all levels of an organization who want to maximize personal productivity
- New leaders who want to learn how to manage complexity
- Seasoned leaders who need techniques to stay fresh and engaged
- Senior leaders beginning to plan for the latter part of their careers and lives