

ADVANCED TIME MANAGEMENT & PERSONAL PRODUCTIVITY

Work smart, live smart

Busy professionals live complex lives. Leaders routinely remark that the high volume of daily tasks, meetings and obligations they face limit their effectiveness and productivity, often leading to burnout. In this always-on, multi-channel world, it is a challenge to be fully focused and present in the moment. This leads to interrupted thinking and impacts our ability to prioritize. More time spent working isn't the solution; professionals need advanced tools to manage this increasing complexity and achieve more while caring for their health and lives. Advanced Time Management & Personal Productivity draws from our decades of research on how and why highly-effective individuals set goals, plan their days, prioritize their time and organize their lives. As a participant, you will discover and investigate the personal obstacles preventing you from achieving your highest level of performance, in every facet of your life. **At the completion of the program, you will have a plan to increase your personal productivity while leading a healthier, happier life.**

KEY LEARNINGS & TAKEAWAYS

- **Analyze your time management practices** that prevent you from achieving more.
- **Identify and set clear, focused goals** for all essential areas of your life.
- **Avoid time wasters, road blocks and unproductive meetings**, which hinder your ability to lead.
- **Increase your profits** using proven time-management techniques.
- **Create a personal strategic plan** that will help you achieve your professional and personal goals.

“ 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!** ”

—Kay Olin, President, Local Focus Radio

» WHO SHOULD PARTICIPATE

- Leaders at all levels 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/lives

IMPORTANT NOTE:

This course includes The Bell Peak Performance Profile, a 360-degree assessment designed to evaluate your patterns of health and effectiveness and your current performance in the Seven Domains of Happiness.

