



*If you don't plan your time,
you'll have no time to plan.*

Time is a valuable commodity. You can't make time. There are only 24 hours in a day. Therefore it is critically important to maximize the use of the time we have. Time management comes somewhat naturally to a few people, but not to most. Fortunately this is a skill that can be learned and mastered, regardless of personality type or job title.

This is a 1-day workshop. Subjects include:

- ❑ Defining your personal and work goals
- ❑ Understanding your strengths and weaknesses
- ❑ Using a planning calendar
- ❑ Daily, weekly, and monthly planning
- ❑ Prioritizing tasks
- ❑ Balancing work and personal life

By the end of this workshop you will:

1. Be able to plan for maximum results.
2. Better balance your work and family life.
3. Reduce the stress of unmet deadlines.
4. Have a planning process that is structured but still fits your personality.
5. Get more done each day.
6. Realize your short and long term goals.

Do you know anyone that would not benefit from this workshop?