Time Management

Course Description:

Can time really be managed? Think about that for a moment. Time keeps ticking away, you can't stop it, slow it down, save it, or get any more of it! You have all the time there is! Since we all have all the time there is, why is it that some people accomplish so much more in the course of a day? Well, the answer to this question is in the class. So what is time management really? Time management is really about managing your tasks and prioritizing them in the most effective way. It is also about reducing distractions and being laser-focused on your goals.

Course Objectives:

Learn how the most productive people are so productive. Many of these people really don't know what makes them so effective. Much of their ability to 'Manage Time' is due to their ability to set compelling goals that are bigger than their potential distractions. They also focus on their goals to the exclusion of all else when possible. Most people believe that these top producers are great at multitasking. The truth is, they are great at staying focused.

In this course, participants will:

- Learn the rules of 'Time Management.'
- Learn how to reduce distractions.
- Understand the art of FOCUS.
- Understand the difference between a To-Do list and a To-Day list.
- Learn how to control your day rather than allowing your day to control YOU.
- Learn the secret to productivity.
- Learn how to create an environment for productivity.
- Learn how to differentiate between real deadlines and fake deadlines.
- Understand that for every 'Yes' you say to others, you are saying 'No' to your priorities.