

It's About Time!

Managing Your Self With Respect to Time

Increased effectiveness

Increased productivity

Increased growth



Increased profitability

It's About Time deals with managing our Self with respect to this most critical of nonrenewable resources.

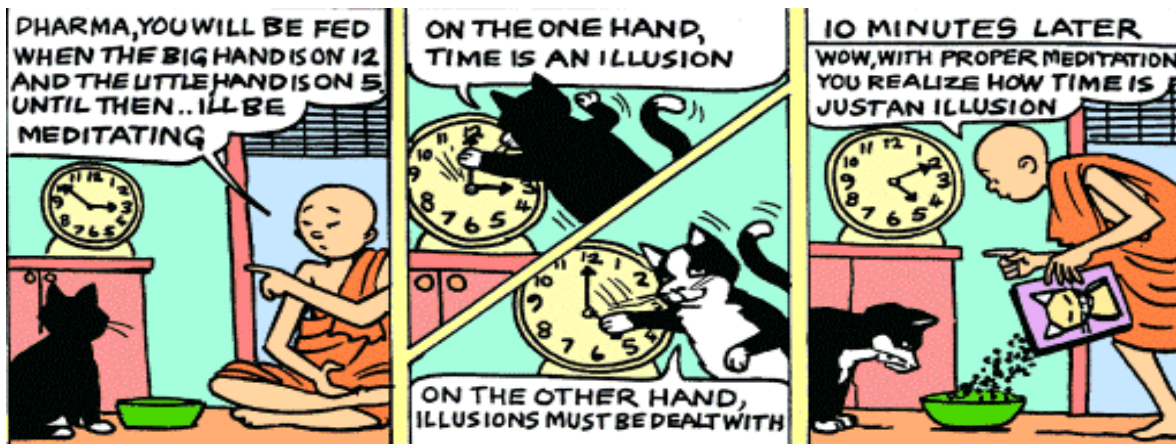
Building on Stephen Covey's work, we will learn about putting first things first, and take a close look at our First Things. Our focus will be on relationships and results, as we examine the roles we play in our work and in our life and their relative importance and urgency.

No matter who you are
TIME
is your
MOST VALUABLE
nonrenewable resource



In this one-day workshop that is practical, interactive, and dynamic, participants will discover answers to the following questions:

- ⌚ What are my First Things?
- ⌚ How do I maximize time spent on my First Things?
- ⌚ How do I minimize the "tyranny of the urgent"?
- ⌚ What are the 3 principles of organization?
- ⌚ Precisely what specific tasks or people are a waste of my time?
- ⌚ What skills do I need in my areas for improvement? (E.g. interruption control, scheduling, saying "no", delegation, procrastination, crisis control, handling clutter, e-mail-mania, etc.)



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