

## **It's about Time**

By using the 5 Steps to True Time Management you will be able to take control, be effective, get more done than you thought you could and create balance in your life!

### **Learn how to:**

- Keep your time in proper perspective so you consciously make decisions and take steps to manage and spend your time wisely
- Choose priorities, eliminate procrastination, and say NO
- Stay focused on high priorities that have the biggest payback
- Use two of the most powerful techniques you will ever need for increasing your daily effectiveness and results

### **Benefits & Outcomes**

- Not only feel in control, but be in control
- Be proactive instead of reactive to whatever comes your way
- Eliminate time bandits and time wasters
- Get more done in less time with less stress, make daily progress
- Spend more time doing what you want to do versus what someone else wants you to do
- Learn fast and simple proven techniques that really work!

### **Program Length**

4 hour interactive program

### **Audience**

- Leaders and managers who want to gain control, get more done, and be proactive
- Everyone who wants to acquire good time management habits to maximize their potential

### **Resources**

- Learning Guide and copy of *It's About TIME!* book
- 3 Magic Pieces of Paper templates
- 6-week Step by Step Action Plan

### **Investment**

\$4,000