

Goal Achievement through Time Management

By using the 5 Steps to True Time Management system you will be able to consciously make decisions to spend your time wisely, become more effective, get more done and achieve your goals.

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

3 hour interactive program

Audience

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

Resources

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

“Inspiring Individuals and Organizations towards Performance Excellence”

www.eloquentreflections.com