

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

Education + Inspiration = Motivation for Transformation

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