

# Time Management: Organized for Peak Performance

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people.

This one-day workshop helps you organize and prioritize for greater workplace efficiency. The workshop is full of ideas for organizing your work area and your paperwork and working on the "right" things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

## Workshop topics:

- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively
- Better organize yourself and your workspace for peak efficiency
- Identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate well
- Recognize the "interrupters" in your life and develop strategies for dealing with them

## Course Outline

- ▶ Hemisphere preference
- ▶ The desire to change
- ▶ Setting goals and targets
- ▶ Planning and planning aids
- ▶ Organizing your work area
- ▶ Organizing your paper flow
- ▶ Managing technology, projects & Holding meetings
- ▶ Delegating & Learning to say "No"
- ▶ Dealing with interruptions

San Diego, CA

LA, CA

## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. \*Prices and dates are subject to change.

**BE** EVERYWHERE  
**YOU** ARE!

## Pre-Registration Form:

### Time Management

Yes  Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### Be! Everywhere You Are!

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