

2 Day Seminar

Result Driven Time Management!



EXTRAORDINARY TIMES CALL FOR EXTRAORDINARY TRAININGS!®

Result Driven Time Management!

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“The decisions that you make and the actions that you take are the means by which you evolve.”

-Gary Zukav

In this age of complexity, the scarcest commodity of all is **time**. We all need and want more of it. But how do we go about getting it?

Most people know about good time management - why then do few people practice it?

Here are some of the typical excuses:

- I just don't have enough time...
- I don't have the discipline...
- No time management techniques suits this job...
- I just don't know where my time goes!
- I have always been very disorganized...
- I just have too much to do...
- This is a job for two people...

“Our plans miscarry because they have no aim. When you don't know what harbour you're aiming for, no wind is the right wind.”

-Seneca

Result Driven Time Management! will solve all of these issues, leaving no more excuses! Participants will analyze where their time goes, assess their time management skills, and develop strategies for taking control of their time.

This seminar offers techniques that can be put into action immediately. Participants benefit from the results of their efforts, their learning is reinforced, and they become more motivated to succeed.

Result Driven Time Management! can be delivered organization-wide, offering a consistent approach and an effective strategy for raising performance through-

Planning

Action

Results

Fulfillment

Character

Corporate or Public

Result Driven Time Management!



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Format

This is by no means a traditional Time Management Seminar. You will actively learn and participate, so you will understand the key result driven principles that will help you achieve more in less time and with less effort.

We use high impact visuals, audio and interactive activities that will deepen the impact and make the transfer of knowledge more powerful and long lasting.

Participants leave with a specific result driven action plan that they can replicate on a weekly basis in order to continue obtaining the results they expect on a regular basis.

Result Driven Time Management! puts your team on a count-down:

The seminar is composed of 4 modules, spread over two days.

DAY 1

Module 1: Assessing Participants Actual Performance Habits

Most people are aware that they are constantly losing time, but they can't pinpoint where it is going. This module will help participants assess where their time goes, what their time wasters are, and measure their actual productivity.

Module 2: Modeling Effective Time Management Practices

In this module participants learn:

- How to transform a tangled, complex, or overwhelming task into a fun and useable plan
- How to liberate themselves from monotonous and time-consuming "To-Do" lists
- How to accomplish more, in less time
- How to eliminate patterns of stress and replacing them with patterns of fulfillment

After this module participants will immediately know how to focus on the things that matter most.

DAY 2

Module 3: Transformation and Implementation

Participants learn how to effectively apply what they have learned and assess the results of their efforts. New skills are refined and adapted to their own style and working environment.

Module 4: Focus & Effective Decision Making

Most Time Management Seminars teach many tools and techniques in how to be more efficient, however they forget to teach the importance and the power of a *focused mind*. This obviously impairs the participant's decision making process. After this module the learners will know, understand and be able to confidently take decisions on issues that matter most. Making them by far more effective in all areas of their lives.

Result Driven Time Management! is not just about getting more work done...It is about experiencing real achievement instead of mere movement. It is about eliminating overwhelming tasks, maximizing your fulfillment and producing the results you truly desire in record time - and having a lot of fun doing it! It is about freeing your mind of annoying details and interruptions so you can experience the peace of mind you deserve. Genuinely enjoying the process of establishing, managing, and achieving your goals.

Result Driven Time Management! workshops can be held in your facility or an off-site location for groups of various sizes. *Entertraining Etc* also offers this seminar open to individual participation. For immediate response to your questions, for further information or to schedule your seminar today contact us at:

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