

# Time Management for 21<sup>st</sup> Century Professionals

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## Objective

Feeling caught between a clock and a hard place? The “time management” challenges of the 21<sup>st</sup> Century workplace are very different than industrial age - old solutions don’t work anymore! In this leading-edge Time Management Webinar, participants will gain a new mind-set, skill set and tool-set that will optimize your personal productivity learning how to produce greater results in less time.

## Who Should Attend

Anyone who don't think they have enough time to attend this workshop

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## What Participants Will Learn:

- The 4 essential productivity practices essential to achieving optimum levels of personal productivity
- How to create “To-Do Lists” that really work! ...The secret to overcoming “To-Do List frustration”
- How to successfully set and manage **multiple and constantly shifting priorities**
- How to implement workload reduction strategies by re-engineering your job and creating “Not To-Do Lists”
- 14 tips that allow you to schedule your time for optimum productivity and flexibility
- What “wasted time” really is ... What it really costs you, and how to minimize it
- How to “stay on track” and prevent people from taking control of your day
- Proven techniques for minimizing interruptions and how to control their duration
- The truth about “multi-tasking” ... When is it OK and when does it become counter-productive
- How to unleash your creativity when planning tasks and projects
- The 4 core components required to create an airtight system ensuring nothing falls through the cracks
- Tips, tactics and techniques to help tame the email monster
- Making Meetings Work – Best Practices