

Organization & Time Management



- ◆ *Learn to work smarter, not harder*
- ◆ *End your procrastination, your need to be perfect, and your fear of delegating*
- ◆ *Understand how to manage your time, people and projects more efficiently*
- ◆ *When everyone/everything needs your attention, take control of your priorities!*
- ◆ *Use Energy Mapping to increase productivity and performance*

Course Outline

9:00—10:30	Self Management—The Key to Balance
10:30—12:00	Organizing and Planning for Results
<i>Lunch break</i>	
1:30—3:00	Commitment, Capacity and Control
3:00—4:30	Timelines, Deadlines, Project Tracking

BRING THIS PROGRAM TO YOUR ORGANIZATION!

Ask about our 200% Guarantee.

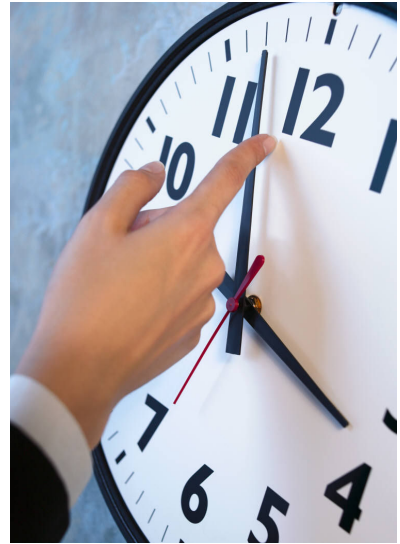


FOR MORE INFO PLEASE CALL:

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Your Facilitator

Carrie Stone



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