

From Overworked to Overjoyed – Time-Management Techniques for the Workplace



Do you wonder how other people can complete projects that you don't even have time to start? Do your staff members miss important deadlines? Is your organization losing money because there's too much to do and not enough time to do it? In this interactive time-management presentation, you and your team will learn how to set priorities and accomplish important tasks and projects in an organized, systematic way.

You and your team will be empowered to create dramatic changes in the following areas:

1. Set goals and priorities
Understand how setting goals and priorities will help you accomplish important tasks and critical projects.
2. Write things down
Discover how writing down details, notes, and task lists will clear your mind and allow you to focus on critical tasks.
3. Plan and schedule
See how to move beyond to-do lists into action.
4. Stop procrastinating
Identify the various causes of procrastination and learn techniques to overcome them.
5. Organize your environment
Learn how to organize your desktop and stay on top of incoming mail and email, so you can be efficient and effective.
6. Don't be a packrat
Discuss filing techniques for papers and electronic documents, so you can easily find *what* you need *when* you need it.
7. Avoid the tyranny of the urgent
Distinguish between urgent and important items and minimize interruptions to boost your productivity.

The Bottom Line Upon completion of this program, attendees will know how to rise above the overwhelm of incoming papers and emails to effectively plan their day and give priority to important tasks. They'll also know how to create a workspace and systems that let them take charge of their day.

Each attendee will receive a comprehensive handout that provides lasting guidance on the tools and techniques covered in the presentation. You can enhance this program by including customized, hands-on sessions with individual attendees.

Length: 2½ hours

Ready to experience the joy of spending your time wisely? Contact us now!

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