



Mastering Projects & Time Management

Mastering Projects & Time Management takes a close look at this critical area of personal and professional development in which everyone can benefit. Participants learn that becoming excellent project and time managers ~ accomplishing more in less time ~ is not necessarily learning how to use new and different tools, but rather streamlining their existing resources and becoming more process and system oriented.

Mastering Projects & Time Management explores the basic principle that good time management skills are “created” by first identifying the misuses of time, then correcting them. In essence, participants learn methods to discipline themselves to set timelines, and focus on tasks they recognized as high gain activities to maximize productivity *on a consistent basis*.

Key Topics

- ★ **Setting Priorities and Incorporating a Master List**
- ★ **Analyzing Work Approaches and Setting Goals**
- ★ **Eliminating & Streamlining The Seven Major Time-Wasters**
- ★ **The 4 Ds of Effective Paper Management**
- ★ **Focusing on High-Gain Activities**
- ★ **Effective Planning & Executing**

Mastering Projects & Time Management requires participants to identify the most common misuses of their time, such as avoiding those tasks that appear too lengthy or unpleasant or focusing on “busy work,” and provides easy, helpful tips and techniques to improve planning, performance and satisfaction. Participants learn the value of “master lists,” scheduling their days for maximum performance, and how to conquer procrastination.

Mastering Projects & Time Management is a fun and informative, as well as introspective session. Participants leave empowered to become more productive by streamlining ineffective and inefficient processes, assisting them with achieving greater personal and professional satisfaction and success.

Program Benefits

- ★ Increases performance by improving goal setting and organizational skills.
- ★ Accomplish more in a shorter time in order to focus on high-gain activities.

Program Benefits

- ★ Increases productivity, professional results, and personal satisfaction.
- ★ Reduces stress.
- ★ Enhances positive communication between co-workers.