



Get a Grip – Secrets to Successful Time Management

You are admired for the success you have achieved. You are a leader among your peers and flourish in your work. Yet you harbor a secret. You are white knuckling key aspects of your life. The fact of the matter is, it is no secret. It impacts your work, family and your well-being. Any moment you think the wheels are going to fall off and when they do you are behind the 8-ball fast. White knuckling is no way to live life and you are about ready to lose your grip on this merry-go-round. Help!

While there is no silver bullet solution, there are tips and tools to help get your life and business under control. And no, they did not teach you this in business school. These are practical real-world strategies.

- Learn two approaches to time management and why the best method is a combination of the two
- Experience the feeling of managing your calendar and email - not the other way around
- Seize the day and get accomplished the things that truly matter

Value to Participants:

Participants will leave with tools and tips to help them master the management of their time. Access to a Time Management Quiz will help them identify areas that get in the way of successful time management.

Formats:

30 minute

50 minute

2 hour workshop