

A 1 Day Advanced Time Management Training

Increase your productivity, get more done in less time, eliminate your time wasters, and learn to use your past, present and future more powerfully than ever before!



This workshop is exclusively devoted to helping you identify and accomplish your most vital priorities on a regular basis.

It includes the primary patterns for managing time well, along with key exercises (performed in trios and in pairs) for maximizing how you use your past, present and future.

This training is especially for anyone who is noticing any of these problems and symptoms:

- Important things aren't getting done
- Overwhelmed from too many things to do
- A nagging feeling from lots of small incomplete things
- Difficulty getting started or completing things
- Procrastinating things you know you should do
- Not knowing what's most important
- Everything feels important - so what do you do first
- Confusion on what or how to delegate
- Too many emails or too much time spent opening them
- Planning and organizing what to do
- Less present than you'd like to be
- Too much time spent in wasted memories or worrying