



***Get Control!* of Time Management**

Struggling to focus in a world overloaded with non-stop interruptions, tasks, and email? This class delivers amazing time management tools and tips that help you organize, prioritize, and get more done.

Learning Objectives

Achieve 20% more in the next 12 months via:

1. Prioritization: Laser-like focus on what matters most
2. Organization: Establish order and calm in world of constant interruption and shifting goals
3. Procrastination: Create a “Begin It Now” mentality and work environment

Course Benefits

- Discover a simple, and revolutionary new way to prioritize and organize your work
- Achieve more by understanding your key drivers for motivation and happiness
- Develop Smart To Do lists that flow from your BIGs (Big Important Goals)
- Train your tech robots to do 10-20% of your work
- Develop new Outlook e-Calendar skills that infuse each day and meeting with a sense of purpose

Course Content

Are you struggling to focus in a world flooded with non-stop interruptions, email, and tasks? It's time to *Get Control!* of Time Management. Participants first discover an innovative new system, called COTA, that helps them to prioritize and organize their lives. They are introduced to the Joy-Use Matrix which helps maximize motivation and overcome procrastination.

Big Important Goals (BIGs) are captured via an extremely useful spreadsheet tool. The BIGs are then positioned so that they can be opened and reviewed with one mouse click. A series of *Zip! Zones* are created to make it extremely easy to locate and prioritize key project and task information.

Weekly and daily strategies for completing tasks via smart lists are revealed. Useful e-Calendar, Windows 7 and 8, SmartPhone, and tablet tips are blended into the program to further boost productivity and work/life balance.

Who Should Attend

- Professionals struggling to focus in a world jammed with tasks, email, and interruptions
- Anyone who wants to boost job performance, sales, and productivity
- Professionals interested in reducing stress and propelling their career to the next level.
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Formats

90-minute live seminar | 60-minute webinar or keynote speech | 30-minute e-Module

Materials

Seminar participants receive a *Get Control!* of Time Management workbook and a copy of the best-selling *Zip! Tips: The Fastest Way to Get More Done* book. Webinar participants can download the workbook on-line 24-7 from anywhere in the world.