

Time Allocation - Topics

20% Clarifying priorities

- How to recognize priorities and clarify vision, values and major goals
- Creating a screen to filter out the unimportant
- How to find out where your time really goes
- Recognizing the amount of controllable time you have each day

20% Organizing yourself for success

- How to get the most out of your organizer system and how to choose the right one for you
- Keeping on track and staying flexible with rapidly changing priorities

20% Problem people, interruptions, and crises

- How to stop others from stealing your time
- Get people to keep commitments
- Dealing with the mixed-up priorities of others
- Five specific ways to cut your interruptions in half
- Crisis prevention
- How to delegate and make sure it is done right
- Project management skills

20% Efficiency skills

- Taming the telephone: How to shorten and end conversations politely
- Paperwork: How to burn through paperwork faster and eliminate clutter
- How to create a workable and easy filing system
- Meetings: The three priorities before, during, and after a meeting
- How to keep meetings on time and keep people focused
- Recognizing and eliminating unnecessary meetings

20% Procrastination

- Five reasons people procrastinate
- Ten ways to eliminate procrastination forever
- Recognizing and eliminating pseudo-procrastination

Focus

Primary - Leadership Development

Adaptability, Creativeness, Empathy, Initiative, Judgment, Use of Time

Secondary - Planning/Organizing

Delegation, Direction, Coordination, Guidance, Meeting Schedule

Tertiary - Executing/Controlling/Evaluating

Problem Identification, Analysis, Evaluating Alternative Solutions, Developing Specific Plans

Level

Introductory

Intermediate

Advanced

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