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Managing Your Time, Environment And Others More Effectively

Who Should Attend:

This is the seminar for anyone who juggles deadlines, projects and multiple demands and has no time to waste. Learn organizational skills to help you get more accomplished faster and with better results than ever before!

This program blends instruction with individual and group exercises designed to teach better use of time and resources. Client specific situations are used to develop new outcomes.

Overview of Concepts and Deliverables Provided:

- The Ten Commandments of Time Management
- How do you gauge where you are now?
- Making sure your time is use for the right tasks
- How to make the 'main thing' the 'main thing'
- Steps to improve personal effectiveness
- Procrastination- just do it now...
- Learn to use a worksheet for prioritization
- How to get organized and stay that way
- Using goal setting to stay on track
- The two factors that influence prioritization, and how to use them
- How to manage competing priorities
- Personal and team improvement through delegation
- Managing email and the phone
- What wastes your time? What do?
- How to reduce stress in your life

“learn something every day, or stagnate...”