

GETTING MORE DONE: TURNING TODAY'S RAT RACE INTO A PRODUCTIVE WORK PLACE

-Time Management Seminar-

Do you run your business, or does your business run you?

Does it ever seem like there is just more to do than you can get done? In today's world, most of us are asked to get more done in less time. This program will help you develop the basic personal and organizational skills to enhance your productivity. More than just time management, this course demonstrates the need to clearly understand leadership priorities and the ways to implement them, offering insights to supervisors, owners, managers, key employees, or anyone interested in personal and organizational productivity.

Topics Covered:

- ◆ **Identifying Your Job Priorities**
Examine the way you spend your day
- ◆ **Organization 101 - Controlling Your Own Destiny**
Orient your day in the direction you want to go
- ◆ **Eliminating Time Wasters**
Cut away the dead weight and make your time more profitable
- ◆ **Defining Direction and Purpose**
Clarify your role in the organization
- ◆ **Identifying and Managing Productivity Keys**
Shrink cost while achieving maximum efficiency
- ◆ **Meeting Deadlines**
Beat the clock worry-free
- ◆ **Using Plans That Work**
Implement effective change
- ◆ **When, How, and Where to Delegate**
Strengthen leadership by sharing responsibility



©Proof Management
2540 Professional Rd., Ste 3
Richmond, VA 23235
Phone - 804-267-1688
Fax- 804-267-1689
www.proofman.com

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