



Own Your Power – Leverage Your Time™

HIRE WITH CLARITY & INSIGHT.

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The Premise

Setting priorities and managing time are basic to enhancing individual and organizational performance. The pressure to find innovative ways to achieve goals, stay ahead of the competition, respond quickly to customer needs, and enjoy life outside of work is increasingly intense in today's less structured, information-driven workplace. Meeting the daily challenges of managing professional and personal responsibilities requires a learning strategy that focuses on individual needs. The *Time Mastery Profile*® and the Own Your Power –Leverage Your Time™ workshop helps people assess their time-management effectiveness and create a personal plan for improving their skills in key areas.

The Presentation

- How much time do you think you waste every day?
- If you could reduce your wasted time what would shift
- What is your time related behavior?
- How does that help you? How does it get in your way?

In this proactive and fun seminar we exploit the barrier that get in our way of achieving our goals, both work and personally while we engage in some practical application of how to own your time in 12 key categories.

Takeaways

- A full report of your outlook and attitude in relation to: time, goals, priorities, analyzing, planning, scheduling, interruptions, meetings, written communications, delegation, procrastination & team time
- A functional way to utilize your manual or electronic planner
- A new approach to time and your control over it
- A system for accomplishing more each day
- An accountability method for meeting project deadlines
- A breakthrough in your ability to serve more customers and get more done