

Time Management -- Increasing Personal Productivity

Course Description

This workshop is designed to improve business and personal productivity. Fast paced and exciting, this workshop is designed to give you the tools and training you need to cope with the everyday challenges of life. In addition to dealing with the traditional elements of time management, this workshop takes you to the next level in that you will discover the TimeLink process that is designed to help you manage information, organize your environment and consistently take action on your goals and projects. You will receive the Q₄ Personal Organizer System and learn how to use it every day to accomplish and organize the things that are important to you.

Course Objectives

In this training program, participants will:

- ❖ Clarify their vision of the future
- ❖ Identify their personal and professional goals and objectives
- ❖ Learn to use the TimeLink process
- ❖ Develop a planning process to avoid the panic of deadlines
- ❖ Learn to manage and organize paper, information, files, and their desk
- ❖ Develop a control center of organization
- ❖ Increase their personal and professional productivity
- ❖ Receive their choice of size and color of the Q₄ Personal Organizer System



This workshop is available in a four-hour or six-½ hour format and is designed for all levels of participants.