

Purposeful Leadership

How to Master the Moments

Why is there never enough time to do all the things you'd like to do? Why do some people get more done than you, and still have more leisure time than you? There are secrets to be learned about managing time. Discover your professional time categories and how to gain control of your day. Create a quantum leap in your productivity by finding out what you could leave undone and what needs to be done first. Learn how to set a great example for those who work for you, as well as your family, when it comes to effective time use.

PURPOSE:

Create a personal strategy for increasing time use effectiveness.

LEARNING OBJECTIVES:

- To establish the difference between what's crucial and what's important.
- To recognize the 80/20 reality in your work life.
- To identify your current time use habits.
- To create a new strategy which will provide increased productivity around your priorities.