



WHAT WILL YOU LEARN?

Why are there so many different organizational systems and time management methods out there? The answer is simple: it's like any other personal challenge, like weight loss or money management. There is no simple, one size fits all answer. You must build a solution that works for you. We will explore various time management and organizational tools and techniques so that you can build a customized productivity plan for your you. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your day.

- Identify your personal efficiency skill sets to cultivate
- Develop a great organizational system
- Apply a system that will allow you to process anything that crosses your workload
- Use the Eisenhower principle to prioritize work and routines to simplify your to-do list
- Understand procrastination and develop methods for tackling tasks
- Apply tools to make all aspects of your day more productive and efficient

WHAT IS INCLUDED

Instruction by an expert facilitator and course materials



Does your organization see a need to create a strong Learning culture of sharing, knowledge retention and talent retention advantage? We hold 20 years in Corporate Training standing firm as the provider of dynamic training experience from Needs Analysis, to Design & Facilitation of your learning to Evaluation and Support. Find out how we can help your organization be the leader in investing in your people today. [+1 905 914 0029](tel:+19059140029) ella@ellabates.com www.ellabates.com