



# TIME

Taking control of what matters most.



## COURSE DESCRIPTION

Time is life's most precious commodity. It is valuable. And how we spend our time is all up to us.

This course is highly-customized to help you get more out of life, regardless of what your more is. That's because time management is life management.

Learn to tell your time where to go instead of wondering where it went. In this fast-paced course, we will cover tips and tricks to double your productivity, avoid procrastination, plan and prioritize and more. Learn to take advantage of the 1,440 minutes that are in each day.

## WHAT YOU WILL LEARN

### EISENHOWER PRINCIPLE

During the 1950's, U.S. President Dwight D. Eisenhower was famous for having an extremely busy schedule compared to any U.S. president up until that point in history. Having constant attention towards time investing and life management helped him with his busy schedule. In this course, you will learn to use the Urgent-Important Matrix, also known as, the Eisenhower Principle Matrix, to categorize your tasks and activities.

### LEARNING TO SAY "NO"

You'll learn to identify how to begin saying no to spending your time completing tasks that do not help you move towards accomplishing your goals. These areas have little or nothing to do with what it is we want to achieve.

### SEVEN BUCKETS OF PRIORITIES

Your goal is to not only meet your professional ones, but to also get more, all around. There are seven buckets of priorities that vary for each individual. You will learn that naming your priorities is the first step to awareness and success.

### DOUBLING YOUR PRODUCTIVITY

Whether it is being a parent, a friend, a daughter or son, or a spouse, it can be difficult to give 100 percent of your effort and time into each role, in addition to work obligations. Learn how to evaluate your time and plan



accordingly so that you can go above and beyond in each role in your life.

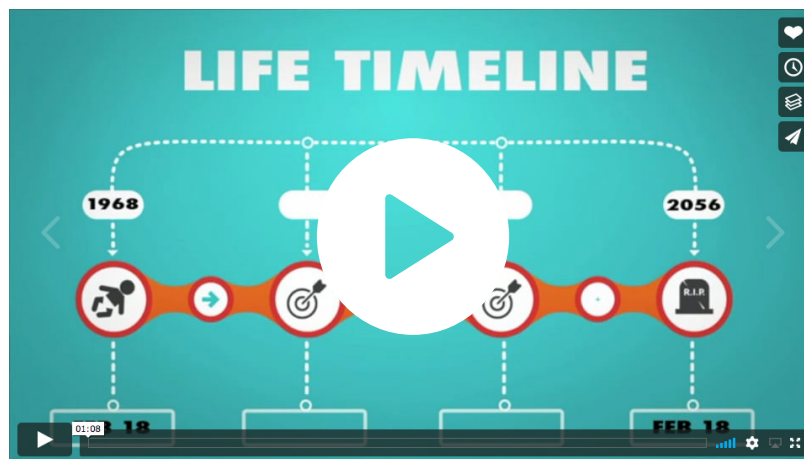
### COMBATTING PROCRASTINATION

Procrastination is putting off or delaying something that require immediate action. This doesn't make sense does it? Why would we procrastinate at all? Learn why this happens and how to combat procrastination to maximize success.

### WHO SHOULD TAKE THIS COURSE:

This course is designed for anyone and everyone to take. Sales professionals of all levels, leadership, your kids and your family, would benefit from learning about how to manage their time wisely and get more out of life.

## VIDEO SAMPLES



Getting more out of life



The Eisenhower Principle