



LIVE SEMINAR

Time Management for the Overwhelmed



THIS SEMINAR AT A GLANCE:

Do you or your people ever leave work with your “to-do” lists half finished? If you’re like most people, it happens often. Your ambitious plans were sacrificed to:

- A bottomless in-box
- The constant stream of minor crises “only you can handle”
- Endless details, letters, phone calls, emails, IMs and interruptions that leave you wondering, “Will I ever get caught up?”
- Identify what’s important
- Anticipate problems and prevent bottlenecks
- Spot the hidden shortcuts in every project
- Resolve the conflict when other people’s goals compete with yours
- Stop procrastinating, get started and get it done

Wonder no more. You can get caught up – start getting ahead.

Time Management for the Overwhelmed

S E M I N A R S U M M A R Y



How to work smarter not harder

You'll all get more done and add more value within your organization. You'll feel less stressed and frazzled. Best of all, you'll be able to get to the high-priority projects you never seem to have time for. It's no secret that successful people are those who have learned to control their days – instead of letting interruptions, paper chases and the phone control them.

How is this seminar structured?

It's a carefully designed combination of:

Stimulating presentation

Your on-site trainer is an expert at translating concepts into easy-to-apply practices. You'll gain realistic solutions to your toughest time-management problems and the enthusiasm to take action immediately.

Exercises

Individual and small-group exercises teach you about your work style and help you develop new time-management skills. (Don't worry, no one is ever singled out or put on the spot.)

Discussion

Get your questions answered. Share your point of view. See how other people in your organization are keeping their busy workdays under control.

Plus, a customized workbook will help you take home the key ideas of the seminar – without taking pages of notes.

PROGRAM AGENDA

Module 1: Self-Assessment

- Determine what kind of “tasker” you are
- Discover which time management tools REALLY works for you – you might be surprised!
- Evaluate your strengths, weaknesses and stress triggers to form a strong foundation for success
- Take a hard look at your work day and discover obstacles to getting things done

Module 2: Day-by-Day Tasks

- Gain insight on your personal organization to better manage workplace chaos
- Clear out the clutter – trim everything from paper stacks to electronic noise like emails, IMs and text alerts!
- Improve on how you handle interruptions, daily tasks and to-dos with action plans that take your strengths and triggers into account
- Apply your personal tasker style to daily task challenges and identify personalized solutions
- Critically examine your organizational habits and find ways to improve

Module 3: Goal-Setting

- Set goals – don't just attack tasks with no meaning, but intentionally accomplish goals while continuing to grow your time management skills
- Understand the difference between short-term and long-term goals

Module 4: Next Steps

- Learn how to debrief once you've finished a task – discover how to know when it's complete and how do you learn from it
- Take action to enhance your knowledge and improve the processes that work for you
- Measure your success and recognize areas to improve
- Discover the power of the gap analysis – compare where you are now with where you want to be in order to plan a path to success

Module 5: Getting Things Done in Groups

- Share your goals and action plan with colleagues to support your endeavors and attain (the seemingly) impossible
- Communicate with others effectively and discover ways to better collaborate with those of a different tasker type
- Get what you need to improve your quality of life and work effectiveness

Module 6: Establishing and Keeping Good Habits

- Don't let your established routine continue to work against you!
- Learn how to establish good, lasting habits by evaluating how they are formed and the best way to achieve them
- Discover how habits are created and how to use your behavioral triggers to your advantage

Continuing Education Pryor Learning, LLC (and its Fred Pryor Seminars and CareerTrack divisions) is an approved provider of credits through NASBA, HRCI, PMI® and SHRM. Visit our [Please refer to the course description page for specific credit eligibility.](https://www.pryor.com/continuing-education/) <https://www.pryor.com/continuing-education/>

Registration Information

Enroll Today!

Online: [pryor.com](https://www.pryor.com)

Phone: 1.800.780.8476

Email: customerservice@pryor.com

Additional information can be found in our FAQs:

<https://www.pryor.com/faq/>

PryorPlus

Get more for you or your team with a PryorPlus annual pass:

- ☑ Free attendance to hundreds of live virtual and in-person seminars
- ☑ 24/7 access to more than 5,000 recorded and on-demand courses
- ☑ Microlearning, quizzes, video, eBooks, webinars and more
- ☑ Earn professional credits: CEU, CPE, HRCI, PDC and PDU

Learn more at <https://www.pryor.com/unlimited-training/>