

Paul Gerhardt

The Organizational Doctor ®

Time Management: Personal Leadership & Organization

Time management is nothing more than learning how to prioritize and be organized. This workshop provides participants the information and skills related to this essential element of effective leaders. Learn how to evaluate how to prioritize and to create more time each day. This 4-hour session focuses on everything all the great leaders and time managers know about maximizing efficiency, effectiveness and organization. Time is now to learn how to create better personal and professional life through effective time management skills. Participants of this workshop will practice various essentials of time management and organization. Learn the single-most important skill that enhances every element of life.

Key Objectives

- **Learn what effective time managers do**
- **Practice using the tools and skills of time masters**
- **Create more time to get more accomplished each day**
- **Identify common mistakes of time wasters**
- **Build deeper relationships by spending more time with others**

Who Should Attend

Everyone including: Supervisors, colleagues, or employees working with customers.

Materials/Texts

Participants will receive a customized copy of powerful workshop exercises that build communication skills and make the learning memorable and teachable.

Class Size

5 to 35 participants

Where

Invite Dr. Paul L. Gerhardt to facilitate an enjoyable, memorable and interactive learning workshop at a location of your choosing.

Call 1-866-513-4296 or 1-877-4U2-LEAD.