Is this workshop really for you?

Find out with our quick quiz ...

Check the boxes that apply to you.

☐ Many or most of the tasks in front of you right now are “hot” or “ASAP.”
☐ More work is required than can reasonably be accomplished in the time allotted.
☐ You always feel behind, even though you often come in early and stay late.
☐ Stress is undermining the attitudes and behavior of key people, including you.
☐ You currently have no system for tracking projects or priorities.
☐ You sometimes have trouble gaining cooperation from others for your projects or tasks.
☐ Saying “no” is difficult for you, even when your plate is full.
☐ Whoever commits your team to responsibilities and/or deadlines doesn’t grasp how much work will be involved.
☐ You frequently feel stressed out and under pressure at work.
☐ More often than not you work right up to the wire on projects.
☐ Delegating to others makes you very uncomfortable.
☐ Your day is filled with constant interruptions.

If any of those scenarios sound all too familiar, this workshop will greatly benefit you. In just one day of training, you’ll learn powerful solutions to each problem above and dozens more! Enroll right now and find out how to get your priorities in order and your projects on target.

Workshop Bonus:
When three enroll from your organization, a fourth attends FREE!

Bring This Course to Your Organization
If you have multiple employees who could benefit from this training, consider bringing it on-site to your organization. Our Enterprise Learning Solutions team can tailor any program to meet your unique needs and core competencies. Learn more at NationalSeminarsTraining.com. Or contact a training specialist at 1-800-344-4613.

Enroll online at NationalSeminarsTraining.com/MPP or call 1-800-258-7246.
Workshop Agenda

Workshop Hours: 9 a.m. to 4 p.m. Registration begins at 8:15 a.m.

Managing Yourself: Replacing Bad Habits With Success Habits
• Identifying old habits and thought processes that rob you of time and effectiveness
• 5 key success habits highly effective professionals share—and how to begin integrating them into your life
• A 7-step formula for ending procrastination ... forever!
• The trap of perfectionism and how it may be sabotaging your success
• Learning to say “no” with tact: A success habit that will save you tons of time

Establishing Priorities to Get the Most Out of Your Time
• Discover the 9 great deceivers that keep you powerless to prioritize
• What are your real priorities? Identifying what matters most—professionally and personally
• Learn our FAST (Focus, Agree, Schedule, Track) system for priority management
• How to determine what’s “hottest” when everything (and everyone) is screaming for your attention
• Let it go: Strategies for cutting loose from nonpriority tasks, activities, commitments and obligations that bog you down

Essentials of Planning: Your Key to Effectively Managing Projects and Priorities
• The power of the one-minute focus as a way to start your day right
• Understanding Pareto’s Principle and how to use the 80/20 rule to focus your efforts
• Powerful planning techniques guaranteed to boost your productivity
• 5 techniques that America’s top achievers use to get on track and stay on target
• Goal-setting how-to’s for gaining control of your time, your projects and your priorities

Organization Musts for Getting and Staying on Track
• How to organize anything in 3 steps: Analyze, plan and take action!
• The secret to making your to-do list work for you instead of against you
• Technology tammers: Getting a grip on email, voice mail, faxes and more
• 5 personal-filing systems that take only seconds to use
• Take our Multiple-project Organizer back to the job for ongoing reference—and immediate relief!

Time Management Tools and Strategies From the Pros
• 5 time-wise habits top achievers share
• Identifying your greatest time-wasters—and making a plan to eliminate them
• 20 bright ideas for stopping the time-draining effects of interruptions
• Discovering your daily peak productivity time and how to make the most of it
• Calendars, day planners, electronic devices and personal productivity software: Determining which tools will work best for you
• Deadlines 101: Tips for assessing how long a project will really take

Building Positive Working Relationships: The Secret to Getting the Job Done
• How-to’s for gaining commitment and cooperation for your project
• Communication tips for building rapport up and down the project line
• The secret to asking for what you need in a way that ensures you’ll get it
• Resolving conflicting demands with a system that cools tempers and earns respect
• You can’t do it all! Delegation techniques that work like magic to lighten your load

Effectively Handling Change, Crises, Emergencies and the Unexpected
• 6 strategies that help you anticipate team and project problems—and head them off
• How to deal quickly and confidently with inevitable project changes
• 3 keys to making way for the “no way” deadline
• Fallback formulas that anticipate human error and scheduling glitches
• How to avoid making mistakes when you’re under pressure
• 9 reasons projects fail—and how to avoid each one

Building a Solid Defense Against Stress and Pressure
• Accurately gauging your pressure level to apply instant stress reducers
• How to detect and defuse your unique pressure-to-perform time bombs
• Determining your top 10 stressors: Brainstorming on how you’ll eliminate or reduce them
• Tactics for avoiding the pressure to do more when your plate is full
• CHECKLIST: Developing a healthy balance in your life

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