

# Time Strategies for the Busy Professional



There have been as many books and articles written about time management as almost any other subject in the personal and professional development field. Time management is not a time management issue. Almost everyone knows that you should complete your urgent, important, critical tasks every day. Almost everyone knows that planning your day makes more sense than letting others do your planning for you. Everyone knows, but very few do... Why?

In our rapidly changing, time-conscious world, we are forced to get more done...with fewer people...in less time. The quantity of time will not change. There are always 60 seconds in a minute, 60 minutes in an hour, and 24 hours in a day. Therefore, what needs to change is your perception of time, and how you manage your time, both personally and professionally.

As a result of this **Time Strategies for the Busy Professional** program you will be able to determine that each remaining day in your life will be invested in those activities which will return the personal and professional rewards you desire. This process will help you effectively prioritize, and help you invest your time wisely.

## Critical Issues Covered within this Process

- Getting Organized
- The Importance of Meaning
- The Three D's
- Goal Setting
- Investing Your Time
- Reacting vs. Acting
- Stress Management
- Procrastination
- Planning and Priorities
- Attitude Development
- Learning to Say No

## The Results are Measurable

- Stress Reduction
- Development of Time-Conscious Attitudes
- Ability to Accomplish More in Less Time
- Increased Productivity
- Solidified Life Purpose, Vision & Values
- Enhanced Personal Balance
- Accelerated Goal Accomplishment

*Time = Life;  
therefore, waste your time and waste your life,  
or master your time and master your life. ~Alan Lakein*

# Success Map: for the Entrepreneur & Small Business Owner



## Week One

### Kickoff

- ✓ What You can Expect from Us
- ✓ What is Expected of You
- ✓ The Way We Learn
- ✓ Taking a Look Back

## Week Two

### Time Management – Why Do We Need It

- ✓ Introduction
- ✓ Evaluate Current Behavior and Habits
- ✓ Our Perception of Time
- ✓ Attitudes
- ✓ Developing Time-Conscious Attitudes

### Investing Time Through Purpose, Values and Vision

- ✓ The Importance of Meaning
- ✓ Purpose
- ✓ Values
- ✓ Vision
- ✓ Investing Your Time

## Week Three

### Time Management Fundamentals I

- ✓ Getting Organized – The Three D's
- ✓ Do the Right Thing Right
- ✓ When is Your Most Effective Time?
- ✓ Planning and Priorities
- ✓ An "Ongoing To Do" List
- ✓ When to Plan
- ✓ Planning for Interruptions

### Goal Setting for Success

- ✓ Without Goals There is No Need for Time Management
- ✓ Staying S.M.A.R.T.
- ✓ Completing a Goal Planning Sheet
- ✓ Possibility vs. Necessity Thinking in Goal Setting
- ✓ Overcoming Procrastination
- ✓ Balance

## Week Four

### Time Management Fundamentals II

- ✓ Telephone – Friend or Foe
- ✓ Additional Time Wasters
- ✓ Making the Most of Meetings
- ✓ Time Management at Home
- ✓ Stress Management
- ✓ Learning to Say No
- ✓ A Matter of Choice

## Week Five

### Key Points

- ✓ Review Key Points
- ✓ Crystallize Goals
- ✓ Action Plan Organization
- ✓ Summary

## Week Six - Eight

### Individual Coaching Sessions

- ✓ Turning what You Learned into Performance
- ✓ Developing Your Style
- ✓ Creating Your Personalized Action Plan