

**TIME MANAGEMENT SKILLS –**

***The make or break effervescence of achieving goals!!***

1. *Are you working harder and longer?*
2. *Do you feel that you are SPINNING YOUR WHEELS — simply running in place?*
3. *Would you like to achieve a balance between home and work?*
4. *Are you silently suffering from the NET syndrome?*
5. *Are you BURNT OUT, stressed out, rundown and tired?*
6. *Are you OUT OF BALANCE; out of control?*
7. *Do you procrastinate on IMPORTANT THINGS?*
8. *Are you LESS SATISFIED with what you are doing now than a few years ago?*
9. *Do you have too many priorities; often feel UNPREPARED and PRESSURED?*

***Do any of these***

***Replicate you?***

***YOU NEED A SOLUTION!***

The key to achieving greater results, realizing your full potential and living your dreams is through better *Time Management*. How you organize and use your time will make the difference between **success** and **failure**.

***WHAT DO I GAIN FROM BETTER TIME MANAGEMENT?***

<b>TIME MANAGEMENT TRAINING - ORGANIZATIONAL GAINS</b>	<b>TIME MANAGEMENT TRAINING - INDIVIDUAL GAINS</b>
<ul style="list-style-type: none"> <li>• <i>Increased individual productivity, accountability and commitment.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>More control and value of your time and balanced work life.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Innovates and inspires a much more timely individual and a team project completion.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Increased recognition and reward from higher personal productivity levels.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>More effective communication throughout the organization.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Improved relationships both on and off the job.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Less negative-organizational stress</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reduces stress and the NET syndrome.</i></li> </ul>
<ul style="list-style-type: none"> <li>• <i>Remarkably noticeable, improved teamwork.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>A more meaningful and enjoyable everyday life.</i></li> </ul>