



# HOW TO GET MORE DONE IN LESS TIME

Is it possible get more done in less time? This question can only be answered yes, if you are motivated to make positive changes and improvements to your routine. These changes require planning before taking action. Well, you have come to the right place: Regardless of your position at your company or organization, *How to Get More Done in Less Time* will increase your chance of success in every area of your life. Following the advice in this one-day course will help increase your productivity and assist you in achieving your goals and dreams!



## HOW YOU WILL BENEFIT:

The *How to Get More Done in Less Time* workshop will cover strategies to help you manage your time and set tangible goals.

- ★ The time management and goal setting characteristics will translate into increased satisfaction in your professional and personal lives.
- ★ Time management methodology will enhance your organizational skills while helping you become happier and more productive at home and work.
- ★ Goal Setting strategies will provide you the knowledge and skills to complete more tasks and get more things done in less time!

## WHAT YOU WILL COVER:

- ★ Overcoming procrastination: Procrastination hinders your long-term success. With the proper skills, you can overcome procrastination.
- ★ Managing time effectively: You will learn simple tasks to improve your chances of completing tasks and staying on track and reducing stress levels.
- ★ Accomplishing important tasks: The urgent/important matrix will help you identify which tasks are urgent and which ones are important so you can best focus your time.
- ★ Self-motivate: You will learn motivation techniques that will help keep you focused and positive as you work towards your goals.
- ★ Creating SMART goals: SMART goals are Specific, Measurable, Attainable, Realistic, and Timely. When you combine the elements of SMART goals, you have a greater chance of success.

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