

# Time Management for Results

*Maximizing Productivity, Performance and Output*

## **The Facts**

The average person is working at no more than 50% of capacity. Only 5% of people surveyed are contributing their full potentials to their companies.

## **The Potential**

Only people can be made to appreciate in value - by making them more productive. Each person can learn how to get more done, with lower stress, using these powerful, personal management tools and techniques.

## **The Process**

Participants are introduced to a new way of approaching time and personal performance. Each person learns how to save time and increase output in every area of life. The process deals with both the practice and the psychology of time management.

## **The Results**

Participants emerge from this intense, two-day program with a new attitude toward themselves and time. They see themselves differently and their results improve immediately.

## **The Benefits**

- Clear goals and objectives.
- Greater ability to concentrate on higher-value tasks.
- Elimination of time wasters.
- Gain two or more productive hours per day.
- Overcome procrastination.
- Better balance between work and family.
- More energy, greater enthusiasm, higher productivity.
- And much more!

## **Facilitation**

Participants learn how to better organize their work and personal lives. This multi-media program can be given by inside facilitators or outside professionals. Complete with workbooks, exercises, and audiotape reinforcement.

1. The Psychology of Time Management
2. Strategic Goal Setting
3. How to Set Priorities
4. Planning and Organizing
5. Maximizing Productivity
6. Effective Project Management
7. Eliminating Time Wasters
8. Overcoming Procrastination
9. Staying On The Fast Track
10. Delegating and Communicating
11. Balancing Work and Family
12. Philosophy of Time Management



**THE  
WENDLING GROUP**

Specialists in Human Capital Management [www.wendling.com](http://www.wendling.com)