

# Time Management



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 everyday. 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 sixty seconds in a minute, sixty minutes in a hour, and twenty-four hours in a day. Therefore, what needs to change is our perception of time, and how we manage our time.

## GRANTLAND®



## The Process

As a result of this time management process 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 that you desire. This process will help you overcome procrastination, help you effectively prioritize, and help you invest your time wisely. ■

## Important Issues Covered in 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

- Reduction of Stress
- Ability to Accomplish More in Less Time
- Increased Productivity
- Enhanced Personal Balance
- Accelerated Goal Accomplishment

## Contact Information

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