

Fast Track Skills Seminar
Personal Productivity Management
"mastering self and time"

Are you working late to make deadlines?

Are you spending more time "putting out fires" than getting ahead? Are you, despite a variety of "time management" activities, still being overwhelmed by "to do" lists that never seem to get shorter, feeling overwhelmed and spending time on things that matter less?

AND your family is mad with you because you spend too little time with them?

A **dictionary definition of "time"** is "the point or period at which things occur" – the time when "stuff" happens.

We live in real time, a world in which all time flies when you are having fun or drags when you're not. The good news is that real time is mental. You create it and anything you create, you can master!

This is what Personal Productivity Management is all about. Managing your real time in a real world and getting really happy!

So instead of talking about time management – we need to talk about self-management, or, personal productivity management.

Who's this for?

All of us! From the busy home executive, to office execs, who desire greater productivity and freedom through optimised self-management.

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What's this?

PPM Session 1: Become your time master! Are you an "early bird" or a "night Lark"? - Understand yourself, your body clock and when you work best. Work through the key components of improving time management and map these to your attitude to time. Manage procrastination, bad habits, time traps, interruptions and workload – through understanding and modifying attitudes. You will get a task to complete between your FT PPM session 1 and session 2.

PPM Session 2: Prioritise and organise to maximise your time – set personal goals and use effective planning skills and techniques like 'Task vs. value' and 'Urgent vs. Important' (The 5 Choices and First Things First). Create your own PPM blueprint!

How long?

Each session is 2hrs

What do you pay?

My normal hourly rate is €120

Your price: PWYW (Pay What You Want) from €20 (min 2 persons) per person per hour (1:1 or Skype)

Company price: please contact me

I believe personal development through improved skills and communication should be affordable for everyone, so you decide what you can pay (as indicated), commit to the price and I assist you in your growth.

Cool? Cool!

And, you get handouts and a certificate if you attend both the sessions!

Get it!