



Time Management Strategies for Busy Managers, Leaders & Professionals

by Randall Dean Consulting & Training, LLC

Would you like to get on top of your work, rather than feeling like your work is on top of you? Would you like to know that important tasks aren't slipping through the cracks? Would you like to find that elusive "work/life balance"? Would you like to be consistently working on the most important things — the things that will contribute most to your company and your career? And would you like to work on them in a proactive and professional manner, and not just in a rush at the last minute?



If so, you need to attend Randy Dean's *Time Management Strategies for Busy Managers, Leaders and Professionals*. Designed for people that are using leading-edge time management tools like Planners or PDAs, as well as those with no particular system at all, this course can have a direct and dramatic effect on your staff by teaching them important time management principles, leading to a comprehensive organization system for consistent, enhanced productivity.

Randall Dean's highly regarded training program, *Time Management Strategies for Busy Managers, Leaders and Professionals*, covers the following topics/areas:

- A basic understanding of key time management principles, including how people use and waste time
- A discussion on the concept of urgency vs. importance, and tips on how to handle and reduce urgency
- The pros and cons of different time management tools (calendars, planners, PDAs), and selecting the right tool for you
- Fully integrating your Personal Calendar, Planner or Personal Digital Assistant (PDA) into your time management system, and getting the most usability and functionality out of these tools. This includes:
 - ✓ Setting up your task (To Do) list for prioritized project/client action
 - ✓ Strategically managing your calendar to increase personal and professional effectiveness
 - ✓ Using creative methods to make interpersonal communications more efficient and effective
 - ✓ Integrating your Planner or PDA into your broader office/personal organization system
- Handling information overload — emails, voice mail, "snail" mail, and all those articles to read!
- Effectively managing multiple complex projects at the same time and keeping the most important tasks for each project moving forward
- Setting up your personal office/cubicle space so that it contributes to your time management system
- How to set up "reminder" systems that prompt you to take appropriate actions at the right times
- Strategies for getting the most out of "down time"
- Setting up your time management system so that it contributes to your personal life just as much as it contributes to your professional life (Work/Life Balance!)
- Developing daily, weekly, monthly, and yearly rituals to help you stay on top of your system and keep your time management and personal organization skills sharpened
- Strategies for making meetings more productive, effective, and a good use of everyone's time
- Maximizing the effectiveness of committees and team assignments

For more information on *Time Management Strategies for Busy Managers, Leaders and Professionals* (including program testimonials and ratings), or to get information on the other Randall Dean Consulting & Training programs and services, visit us at www.randalldean.com.



Randall Dean Consulting & Training, LLC

1881 Linden Street • E. Lansing, MI 48823 • Phone: 517-336-8906 • Fax: 832-550-3308
Mobile: 517-896-6611 • Web: <http://www.randalldean.com> • E-mail: Randy@randalldean.com