



Time Management for Busy Women: *A Full-Day Intensive*

by *Randall Dean Consulting & Training*

Women in today's world face larger challenges than ever before. Wife, mother, project manager, CEO – any and all of these titles may now fit, and sometimes they all fit the same woman. Women today are overwhelmed with information, projects, and deadlines in their professional life, and yet are also often expected to perform in the more traditional responsibility areas of wife, mother, and household manager. And all of this is happening at a time when life continues to get faster and more complicated.

This full-day course helps professional women find some solutions and sanity in today's world. It



helps women get clear on what things in their life truly deliver the most fulfillment and happiness, and then discusses strategies to guarantee we spend our time pursuing these activities while also reducing or eliminating those activities that do not provide deep satisfaction. It then looks at some of the most popular time management tools available (calendars, planners, PDAs), and then takes attendees through a detailed process on how to choose the right tool, and then set up that tool for maximum productivity – both at work and at home.

This includes discussions on how to “program” work-life balance into your life, as well as programming your standard household and personal tasks so they are completed consistently and appropriately.

The course also details a comprehensive system on how to deal with information overload (too many emails, voice mails, things to read, etc.) and bring the overload back to sanity. The course finishes with discussions on how to save time in meetings and team assignments, and infect others with good time and life management habits. Taught by a practicing “Mr. Mom” who is married to a successful and career oriented woman, this course is specially designed for busy or overworked women, and is for anyone who would like to become better with using and enjoying their time.



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