

STRATEGIC TIME MANAGEMENT

Time for Life: Leverage Priorities, Planning and Discipline

For HVAC Professionals

Strategic Time Management

is the key to getting the most out of your day—and to surviving the increased business pressure brought about by economic turmoil. This workshop gives you the tools to find balance, achieve your goals, and be more effective and productive.

Workshop Agenda

- Time Management Philosophy
- Managing Technology
- Calendar Planning
- Top Management Practices
- Time Wasters
- Strategic Goal Setting
- Balancing Family and Work

As a result of the workshop, many people here have changed their working habits regarding organizational skills. Overall, this program has allowed us to take better control over both our business and personal lives.

Dave Pagor, Manager
C.B. Mills



Everyone wants more time...

Unfortunately, this isn't possible. Time is a paradox. We never have enough time, yet we have all the time there is. Tough choices must be made, and something will always be left out.

The problem then is not a shortage of time, but how we choose to use the time available. Because we never have enough time to satisfy us, we soon begin to think about using it differently.

Business professionals have to juggle their customers, their boss, their colleagues and family obligations. Getting organized can help you accomplish more in less time. Know yourself and be realistic in planning your time schedules. Effective time management involves scheduling your time over a particular period—by the day, week, month, quarter and year.

Time management behaviors are very much a matter of choice. You choose to be efficient or you choose to be disorganized. You choose to focus on high value tasks or you choose to spend your time on activities that contribute little to your life.