

Organizing for Results

An Introductory Workshop to Managing Yourself in Time and Space!



Organizing for Results: An Introduction to Managing Yourself in Time and Space!

Facilitator:

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Summary:

We work with teams and leaders whose success depends on the commitment and productivity of others. In our work, we have found the most common form of stress that leaders experience is the feeling of being overwhelmed with far too much clutter in the finite amount of time and space we have at our disposal. We want to have it all (for some, that means “hanging on” to it all), yet we often find ourselves in a painful struggle to manage all that we have. If you ever find yourself with “not enough time” or cannot tell the difference between your “piles and files”, this workshop is for you.

Workshop topics include:

- Create a vision of success – knowing the results you want
- Take the Time Analysis Profile
- Managing yourself instead of your time
- Move from keeping lists to keeping promises
- Three key steps to managing space and the “stuff” that fills it
- Create your Personal Action Plan for better results

This is best delivered as a 3.5- to 4-hour workshop but can be adapted to a 90-minute seminar or 45- to 60-minute keynote presentation.