

Time Strategies



There have been as many books and articles written about time management as almost any other subject in the personal and professional development field. Time management is not a time management issue. Almost everyone knows that you should complete your urgent, important, critical tasks every day. Almost everyone knows that planning your day makes more sense than letting others do your planning for you. Everyone knows, but very few do ... Why?

In our rapidly changing, time-conscious world, we are forced to get more done ... with fewer people ... in less time. The quantity of time will not change. There are always 60 seconds in a minute, 60 minutes in an hour, and 24 hours in a day. Therefore, what needs to change is our perception of time, and how we manage our time, both professionally and personally.

The Process

As a result of this Time Strategies process you will be able to determine that each remaining day in your life will be invested in those activities which will return the personal and professional rewards that you desire. This process will help you overcome procrastination, help you effectively prioritize, and help you invest your time wisely.

Critical Issues Covered Within this Process

- Getting Organized
- The Importance of Meaning
- The Three D's
- Goal Setting
- Investing Your Time
- Reacting vs. Acting
- Stress Management
- Procrastination
- Planning and Priorities
- Attitude Development
- Learning to Say No

The Results are Measurable

- Reduction of Stress
- Development of Time-Conscious Attitudes
- Ability to Accomplish More in Less Time
- Increased Productivity
- Solidified Life Purpose, Vision, and Values
- Enhanced Personal Balance
- Accelerated Goal Accomplishment



Contact Information

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Deliverables – Time Strategies Development

5 Development Sessions	Participants meet for 5 weekly sessions for 3 hours. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.
1 Follow-Up Session	The group will meet 3 months following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.
Audio CD Series	5 Chapters of program content in audio form enables participants to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions results in content retention in excess of 60%.
Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.
Action Plan	Self Evaluation Sections utilized to personalize individual action Plans.
Phone/E-mail Consultation	Participants within the group will have unlimited phone/e-mail consultations with facilitator during the process.
Concept Application Through Goal Setting	The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.
Critical Issues	Each participant will identify 3 critical issues within the organization and develop comprehensive action steps for each issue.
Professional and Personal Goals	Each participant begins to crystallize goals aligning both their personal and professional lives.
Personal Vision	Each participant will develop a vivid mental picture of his/her future direction.
Self-Concept Profile	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Time Management Analysis	Each participant will analyze his/her personal time management system followed by goal setting where improvement is needed.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client organization.