

ACCOMPLISH MORE THROUGH PERSONAL MANAGEMENT

- 9:00 - 10:00 Getting Organized
Time Management Matrix
- 10:00 - 11:00 Pro-Active
Goals
 Personal Management Goals
 Things I enjoy
 My Priorities
Mission Statement
 Things I enjoy doing
 My Priorities
- 11:00 - 12:00 Time
 Time isn't Money - It Is Your Life
 Schedules, Planners and List
 Finding Time
 Don't Feel Guilty
Stuff
 Less Stuff = More Time
 Conquering the Stuff Monster
- 12:00 - 1:00 Lunch
- 1:00 - 2:00 Habits
 Making Them & Breaking Them
Procrastination
 The Scarlet O'Hara Syndrome
- 2:00 - 3:00 Overcoming Resistance
 Identifying Your Roles
Lesson of the Lioness