

Vital Time: Power Through Prioritizing

It's no secret that time is money. Imagine how much money is spent on time that could be more effectively used elsewhere. If wasted time could be reduced by just five minutes every hour, productivity would jump 8.3 percent. We're all given the same amount of time every single day—this class provides participants with the opportunity to learn the best way to spend theirs.

Vital Time has been designed for business professionals who want to make their time a more manageable resource, resulting in increased professional effectiveness. Through proper planning and prioritizing, participants can get more of the tasks done that mean success and growth for the company, and a greater sense of accomplishment for themselves.

"The reason most major goals are not achieved is that we spend our time doing second things first."

Robert J. McKain

You Will Learn To:

- Enhance the strengths and overcome the liabilities of your personal time management styles
- Interpret the critical difference between urgency and importance
- Proactively plan and prioritize to maximize time and effectiveness
- Eliminate time wasters

You Will Benefit By:

- Increasing personal and professional productivity
- Decreasing stress through more effective time management
- Accomplishing more of the vital tasks
- Focusing not only on efficiency, but on effectiveness