



Turbo Charge Your Time and Productivity

20 Hot Tips For Getting More Life Out Of Your Time

A wise man once said we each have all the time there is, how we use it is what makes the difference. Well the truth is revealed in our time and priority management, as well as our ability to stay focused in the midst of distractions and demands upon our time. This expanded and interactive session walks you through 20+ instantly implementable “Hot Tips” to get more out of your day with less stress and effort. You begin to change your habitats and behaviors for greater productivity through activities right in class.

Out of this session you will learn:

- ◆ **Principles of Effective Time Management:** An overview of the principles of Capturing activities and commitments, then Prioritizing, and Scheduling them. You also identify bad habits and desired habits to build a foundation for the future.
- ◆ **Time Use Capturing Vehicle:** Each participant uses a simple instrument to capture how he or she is currently using their time in their role. Then they map it against their High-Payoff activities to discover limiting beliefs and behaviors that impede their productivity. The study lasts two weeks with a target of capturing 5 or more days for analysis.
- ◆ **Time Use Analysis:** Participants capture and compile two weeks of information gathered from mirroring their daily activities to establish new standards and identify benchmarks for improvement by increasing high-payoff activities and decreasing low payoff activities. Participants discover how the increased accountability influenced them to stay focused on high payoff activities. They find it hard to believe how much time is easily wasted in a day/week, and how much more productive they can be with better habits and greater focus on high payoff activities. We summarize the time spent in each activity with a summary form and identify areas for improvement. They are then challenged to turn these new insights into new skills and then into new habits by "working them" for another week.
- ◆ **The Time Picture:** Participants set goals for the time they will utilize in each aspect of their role such as face to face sales calls, prospecting new business, servicing customers and writing up orders in a given day/week. We also discuss how to stay out of low pay-off activities and principles of effective delegating.
- ◆ **How to take your workload and quickly chunk it down into a plan you can prioritize** and manage using **DotBoards™** and **Promise Cards™** for keeping task lists orderly and easily referenced.
- ◆ **The Planning Cycle™** The discussion includes Principles of Effective Planning, and we walk through a weekly and daily planning cycle to establish higher standards of managing their time and territory more effectively and profitably. We will also discuss the pros and cons of different planners and prospecting systems.
- ◆ **How to organize systems and your environment** including files & workspaces to facilitate maximum productivity.
- ◆ **Other “Hot Tips”, resources and answers to questions to get more productivity out of your time!**

Duration – 3 ½ Hours

Call 1-888-462-4769 to Book Jimmy Z For Your Team Today!