



Turbo Coaching™ Skill Sessions

With “Jimmy Z”

Turbo Charge Your Time and Productivity

20 Hot Tips For Getting More 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 told 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 session walks you through 20+ instantly implementable “Hot Tips” to get more out of your day with less stress and effort. You begin a change in habitual behaviors that directly result in greater productivity.

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.
- ◆ **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:** We walk through a weekly and daily planning cycle to establish higher standards of managing your time and roles 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 and workspaces to facilitate maximum productivity.
- ◆ **Other “Hot Tips”, resources and answers to questions to get more productivity out of your time!**

Duration - 90 minutes

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