

Acrobatics for Overachievers

by Ron Black

The art and science of time and task management for ultra-busy professionals

The one-day seminar that will improve your productivity forever

Introduction

Today's ultra-busy professional is challenged with a greater number of roles and responsibilities than ever before. Managers, supervisors, and professionals must accomplish their own work while dealing with an unending parade challenges, issues, projects, and deadlines. Maximizing productivity and personal effectiveness has never been more important (or more difficult), than it is today.

While admirable, highly motivated individuals inevitably respond to growing challenges by working "harder, longer, and faster". What seems like the only option in the moment—allowing urgency to control our choices—inevitably falls short, limiting achievement, reducing effectiveness, and piling on stress.

This unique control-point time management system provides a better approach for managing multiple projects, objectives, and deadlines. In one energizing seminar, it delivers all the tools essential for success in today's ultra-busy workplace.

Seminar Description

This course delivers a unique control-point time and task management system. Starting where traditional methods leave off, it adds start-date, prime-time, and achievement-zone management—insuring on-time results, even in chaotic environments.

Participant **Action Guides** are provided.

What Participants Learn

- How to identify and consistently achieve your real top priorities
- How to juggle multiple projects, objectives, and deadlines using this powerful control-point system
- Create realistic schedules and improve deadline buy-in
- Eliminate productivity killers
- Get organized and stay that way
- Keep interruptions from sabotaging your workday
- Taming e-mail and voice-mail
- End last-minute panic attacks—never miss another deadline
- Reap the benefits of prime time management
- Reduce stress and burnout
- Create manageable urgency in teams and workgroups
- Manage multiple projects, objectives, and deadlines with ease
- Make every day a productive and satisfying experience

Key Benefits

- 1 **Get in control of your day and your results**
- 2 **Stay calm and confident even when the pressure is on**
- 3 **Stay on top of multiple projects and priorities**
- 4 **Optimize your personal achievement zone**
- 5 **Never miss another deadline**
- 6 **Increase productivity and job satisfaction**
- 7 **Overcome productivity killers**
- 8 **Reduce stress and avoid burnout**
- 9 **Put the fun back into the workday**

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