

## Acrobatics for Overachievers

### *Productivity and Life Balance for Today's Ultra-Busy Professionals*

Missed deadlines, churning priorities, and long hours plague today's top achievers. This novel control-point technique obsoletes traditional time and task management and helps today's busy professionals manage multiple priorities and projects with ease.

Participants learn how to get in control of the results that really count to improve their productivity, effectiveness, job satisfaction, and sense of well-being. Combining the best of traditional approaches and the control-point management technique delivers practical strategies, tactics, tools and techniques that can be quickly learned and applied.

- How to use time control points to add hours back to your week
- Traction point thinking - that eliminates your "time wasters"
- The most common stressors - and how to bust them

Discover how to take control of your time, get more done and get home sooner with more energy left to live.

#### Learning Objectives

- Apply the control-point time and task management system
- Create a healthier and more productive work/life balance
- Create better teamwork with clear milestones and time-frames
- Describe how workload, productivity, and stress are interrelated
- Describe the Pareto principle and how it can be used to prioritize work
- List three ways you can reduce your stress
- List four common productivity killers and describe strategies to deal with them
- Rethink priorities with the urgency vs. importance principle
- Focus your energy and stay on track with clear and realistic traction-goals
- Describe the four key elements of effective work plans
- List three actions that will transform your intentions into reality

#### Formats

Keynote and break-out session format in 60-90 minutes

Web-delivered format available

For onsite seminars content see *Control-Point Time and Task Management*

One-hour multi-media DVD program with Note Organizer available at \$69 each

