



**TRAINING SPONSORED BY:
SAN FRANCISCO BAY AREA FEDERAL EXECUTIVE BOARD**

San Francisco Federal Building
90 7th St. Ste. 18-300
San Francisco, CA 94103
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Beyond Time Management September 7, 2017 8:30AM – 3:30PM

Joan Wisnosky

Trainer, GSA Contractor, and Certified Coach



Overview: Would you like to have extra time each day to take care of business? Or would you to overcome the vicious stress cycle that comes from being time-starved? By using the countless tips, techniques and common sense advice from this course, you'll be more productive and able to free up your schedule. It all boils down to using your time more effectively. You must know how to achieve a balance between what you're doing and what you should be doing. Once you've mastered that, you're on your way to getting more done.

And finally, you'll learn how to set priorities, devise "to do" lists and reduce stress simply by doing what the experts do in effective time management.

Objectives:

By the end of the course, you will be able to analyze how you currently use your time by identifying time wasters, set goals and priorities to better use your time and apply time-saving tips.

Topics:

- Analyze your typical time wasters
- Prioritize your daily activities
- Determine career and personal goals and work toward achieving them
- Understand stress and learn how to manage it
- Communicate effectively in less time (orally and in writing)
- Run highly effective meetings
- Handle interruptions with the utmost diplomacy
- Organize yourself using 15 different tips
- Deal effectively with procrastination
- Understand the "Can't Say No" syndrome and create boundaries
- De-clutter your home and your life!

Sample Course Sections:

- De-Bunking Myths about Time Management
- Your Time Wasters Exercise
- Setting Your Priorities
- Is Your Life in Balance Exercise
- Managing Crises and Planning for Them
- Values and Innovative Goal Setting Exercise
- Tips if You are Suffering from Overload
- Value of Creating Rituals and Defining Yours
- Valuable Communication Tips for Listening, Writing, and Speaking
- Creating a Personal Coaching Plan of Action

Location:

Federal Building
90 7th Street, Ground Level B-020
San Francisco – Civic Center BART

Tuition:

\$179 for 3 or more registered
\$199 for individuals

Registration and Inquiries:

[Registration Form](#)
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