

Master Class – Doing More With *Your Time*

Do you find there never seems to be enough hours in the day?

You are not alone. During times of increased stress and pressure, such as the present market conditions, how we spend our time becomes even more crucial. Too much effort on the wrong types of tasks can leave us feeling exhausted with little to show. Whilst too little effort due to feeling overwhelmed or waiting until we have perfected the task in hand means that no real progress is made.

We all know about time management. Most of us will have read (several) books on the subject or even been on a workshop or two. As leaders we are used to guiding and mentoring others in being more effective. But like all skills they can be honed and improved. The trick is to understand where the improvements can be made and what is holding you back and this master class is designed to do that.

What would you do with 12 extra days this year?

Would you make more sales? Delivery a few more services to your clients? Or even book a holiday? Actually 12 days was the minimum amount of time our clients gained from doing the master class. The average was an amazing 10% plus which equates to 22 days a year!

Doing More with Your Time is all about focusing on what you do best. This can be summarised as prioritising the tasks that have the biggest impact on your organisation, and minimising the impact of the distracting background noise in a way that suits your personality and working style.

Key Outcomes

- Learn how to prioritise around what matters
- Influence the future of your organisation
- Learn how to achieve more with your time
- Know what types of tasks your personality type should delegate
- Combat the 3 key enemies of time management: procrastination, perfectionism, and feeling overwhelmed

Some of the areas covered

- Personality Types
- Linking the big vision to the day to day
- Understand highly productive behaviour
- 15 top tools to make the most of your time
- Uncover the moral and motivation of yourself and those around you
- Uncover the reasons why some tasks stifle your productivity and others don't

Small personal master classes

These master classes are held in our central London offices in Piccadilly. They are for up to 8 people and are ideal for leaders and managers within organisations who enjoy being engaged and challenged. They are collaborative in style with a great deal of discussion led by one of our consultants.

Tailor made master classes

We can tailor Master Classes to your precise requirements focusing on the areas that are most important to your organisation. Quite often our clients want to provide a common knowledge framework to their managers so they use similar tools in managing productivity within their teams.

We can provide these either offsite at our Piccadilly offices, at your offices or over the telephone spread over a series of conference calls.

We have the experience and the tools

Christina is an international organisational psychologist, and coach with over 15 years experience. She is the founder and managing director of CGA Management; a consultancy specialising in providing coaching, and consultancy to leaders and managers.

CGA Management spends a great deal of time researching its specialist areas, seeking out the cutting edge of current thinking –we focus on the application of those ideas to generate results for our clients.

We have funded places for our Master Classes which mean that one person from your organisation can attend **absolutely free!** **Call 0203 355 4006** and ask for David Warburton, or take a look at our website **www.time4change.com** to **find out how you can do more with less time.**