

Organizasyonel Gelişim

# How To Handle Multiple Demands On Your Time

Sınıf İçi

-

## Ne öğreneceksiniz

- Set priorities by pay-off potential - Seal off mental distractions - Focus on the job at hand with laser intensity - Identify your personal time-wasters - Make quick, effective decisions using the magic formula - Align your priorities to match your performance goals - Defeat stress by eliminating 50% of your business worries - Juggle competing priorities - Turn meetings from a waste of time into productive time - Live in day-tight compartments - Organize your work space for improved efficiency

## Neden öğrenmek isteyeceksiniz

- Gain an understanding of where your time is spent - Develop the mind-set to overcome time management obstacles and work more efficiently - Identify tools to plan, organize, and manage your time - Leverage your time and increase productivity by reducing stress and working smarter, not harder - Plan and conduct effective meetings

## Size nasıl yardımcı olacak

This powerful program will give you four work habits that will banish fatigue and energize you to accomplish more than you ever thought possible. In addition, it will help you deal with the monumental, twin technological time wasters – the avalanche of e-mail and the telephone tag caused by voice mail.