



“Successful people have the habit of doing the things failures don’t like to do. They don’t like doing them either, necessarily, but their disliking is subordinated to the strength of their purpose.”

– Albert E. Gray, “The Common Denominator of Success”

Managing Time

- Misconceptions
- Payoffs to managing your time
- Common time-wasters
- Productivity killers:
 - Paper stacks
 - Communications
 - Procrastination
 - Decision-making
 - Burnout
 - Interruptions

Taking Control of Multiple Priorities

- Daily time log
- Prioritizing
- Taking command of a complex situation
- Setting goals
- Satisfying more than one boss

Handling the Unexpected or Difficult Situation

- How to say “NO” and not feel guilty
- Avoid the “hero syndrome” by delegating
- Changing deadlines

This workshop is available in several formats.

