



Mastering Your Time

Do you report to two or more bosses or have multiple projects with overlapping due dates? Do you feel as if you lack sufficient resources to tackle the challenges you face? Are you constantly distracted or pulled off course by a variety of non-vital issues?

Whether you're striving to complete a project on time and within budget; seeking to meet a monthly, quarterly, or annual quota; or trying to recruit all the right staff for the coming year while, your time is precious. And it's likely that there are more demands on your time than ever before. In this lively session, we'll focus on tips and techniques to ensure that you accomplish what you need to-and still have a life.

Learning Objectives:

- Understand the fundamentals of time management in today's ultra-hectic work environment.
- Gain a sense of accomplishment in managing a plethora of activities.
- Use a variety of strategies for getting things done more effectively.
- Re-energize yourself when you need it the most.
- Manage your calendar-creatively.
- Harness creative procrastination.
- Create space and time every day.
- And more!

Presented By:

Jeff Davidson

Author and Key Note Speaker

Jeff Davidson can move an audience like few others. Jeff offers dynamic learning keynotes and seminar presentations. He combines outstanding content with humor, flair, and inspiration to help listeners manage information and communication overload. Jeff supercharges his audiences to take action. Frequently quoted or featured in *USA Today*, *The New York Times*, *The Washington Post*, and *Los Angeles Times*, and on 175 talk shows, more than 1,485,000 people have found Jeff's award-winning books (cumulatively selected by book clubs 31 times) audio-books, videos, keynote presentations, and executive seminars to be enlightening, entertaining, and transformational. He is the author of *The 60 Second Organizer* (Adams Media), *The 60 Second Self-Starters* (Adams Media), *Breathing Space* (BookSurge), *Joy of Simple Living* (Rodale), and *Complete Idiot's Guide to Managing Your Time* (Alpha Penguin).