

## Education Program

P004

### Time Management in an Age of Turbulence

Introductory Course | 1.0 Management CM Point/ 0.8 CEU/COC Points

Sunday | 8:00 a.m.–5:00 p.m. | Fee: \$385/\$470 | Limit: 65

Value Added: *Receive Breathing Space* text.

**Outcomes:** Upon completion, the participant will be able to:

- Handle information overload while remaining alert and responsive.
- Develop methods to work with stringent demands, tight deadlines and limited budget and staff resources.
- Manage multiple priorities more effectively.
- Generate energy from accomplishments, large and small.
- Identify methods for minimizing disruptions and interruptions.
- Discuss how to achieve more all day, every day.

#### Outline:

##### Introduction

Change is inevitable except from a vending machine

- Root causes of the time pressure
- What fills your days and why?
- Staying alert and responsive

##### Greater control of each day

If it's to be, it's up to me

- Embracing goals as your own
- Doing more with less
- Getting it all done effectively

##### Empowering those around you

- Keeping your plate relatively clean
- There's power in completions big and small
- More energy from each accomplishment
- Conditioning your environment

##### How to maintain a keener focus

I'm already dancing as fast as I can

- Gaining a frequent sense of breathing space
- Relaxing at high speed
- Choices that lead to mastery

##### Conclusion

**Course Description:** "Are you running your life, or is your life running you?" The course will discuss how to manage in an age of turbulence by addressing such issues as handling rapid change, managing information and communication overload, managing multiple priorities, and, against all odds, relaxing at high speed.

Outsourcing and downsizing are not temporary phenomena. Outside consultants face dwindling contract work opportunities while corporate professionals face too much work. Concerns abound about injury/exposure to the workforce as a result of cutbacks. The nature of our times dictates that each of us is more fluid and more open to new procedures and systems for effectiveness in the workplace and beyond.

**Instructor:** Jeff Davidson is a leading authority on managing information overload, work-life balance and systems for professional and personal accomplishment. As a dynamic conference speaker and presenter, he combines outstanding content with humor, flair and inspiration. He has been featured or quoted in the New York Times, USA Today, The Washington Post and the Los Angeles Times and has been featured on several hundred talk shows. Mr. Davidson is widely published having written numerous articles and books including "Breathing Space," "The 60 Second Self-Starter" and "The Joy of Simple Living." He has reached worldwide audiences that find him to be enlightening, entertaining and life-changing.