

FREEDOM FOCUSED

THE CENTER FOR SELF-ACTION LEADERSHIP

“Dost thou love life? Then do not squander time, for that’s the stuff that life is made of.”

- Benjamin Franklin

Ideal For:

- Entry-mid career professionals
- Front-line supervisors
- Technical staff/leads
- Customer service & business services personnel
- Administrative staff & technicians
- Executives

Course Outcomes & Deliverables:

- Increased productivity
- Heightened motivation
- Enhanced team communication and cohesiveness through the SAL Time-Life Productivity Pyramid
- Understand the differences between multi-tasking and single-tasking and develop a plan to master both
- Begin drafting a Self-Constitution for setting priorities and values

The Time-Life Balance

Where Time Management Meets Life Leadership

Course Description and Outline:

Traditional time management courses focus on micro-managing minutes, hours, days, and weeks, while largely ignoring the macro leadership of one’s future years, decades, career, and life. This course effectively balances the principle of time *and* life management to empower attendees to create alignment and integrity between the different decisions YOU make and how you use time and plan for the future.

Time vs. Life Management

- The difference between micro self-management (time) and macro self-leadership (life)
- The Self-Action Leadership (SAL) Productivity Pyramid
- The way you see the problem *is* the problem
- Becoming a “Rowan” (Hubbard’s *A Message to Garcia*)

Principles

- The role of relationships in both time management and life leadership
- Delegation (primary & secondary purposes)
- The Four Quadrants (COVEY)

Tools

- Developing a planning and calendaring system that works for YOU
- Technological aides
- Multi-tasking vs. single-tasking

Developing Discipline

- Stop procrastinating and get started!
- Managing up
- Self-Rewards
- Natural Rewards

Contact us today to Educate, Engage, and Inspire your Organization

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