

# Get Results by Maximizing Your Personal Productivity

Do you feel overwhelmed and have difficulty prioritizing? Do you feel as if the day ends and you're not sure where the time has gone? In this interactive workshop, you will learn to use your time more effectively. It focuses on practical tips for immediate implementation. This program can be extended to three hours or more and includes a personal assessment to discover your strengths, diagnose your weaknesses and determine your areas for improvement. You'll leave with a personal action plan. (Available in 2 to 8 hour formats)

## OBJECTIVES

Upon completion of this course, participants will be able to:

- Develop ways to refocus how you prioritize and use your time
- Increase awareness of the top time wasters and how interruptions impact your day
- Learn 10 time tips for maximizing your productivity
- Be able to design strategies to set clear priorities, defeat procrastination and deal efficiently with seemingly unlimited paperwork, phone calls and mail

## HIGHLIGHTS

- Learn top 10 time wasters
- Assess how your activities fit into Stephen Covey matrix on time
- Increase awareness of tolerations and how to eliminate them
- Develop strategies for dealing with worry, procrastination and perfectionism
- Take personal assessment in longer program format
- Develop personal action plan

## DESIGNED FOR

Anyone who wants to understand his / her time challenges and how to be more effective in investing their time



### RECOMMENDED CPE:

2

### PREREQUISITE:

None

### EVENT ID:

RESULTS

### COURSE LEVEL:

Basic

### FIELD OF STUDY:

Business Management & Organization

### BLI CURRICULUM:

Performance Management

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For information regarding on-site training, email [aicpalearning@aicpa.org](mailto:aicpalearning@aicpa.org), call **800.634.6780 (Option 1)**, or visit [aicpalearning.org](http://aicpalearning.org).