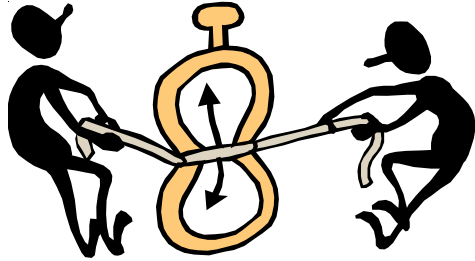


# Everyday Timewasters

## Pitfalls and Possibilities



Work smarter, not harder, by making effective choices on how you spend your time

### Accomplish more in less time

The average interruption lasts 6 to 9 minutes. Then it takes about 3 to 23 minutes to get back on track! How much valuable time are you losing to everyday timewasters? Awareness is half of the solution. When you identify your self-induced and external timewasters, you can create simple strategies to manage your time more effectively.

### Who should attend

This program is easily tailored for all levels, from individual contributors to team leaders to managers. **Everyday Timewasters: Pitfalls and Possibilities** is especially helpful to individuals who have to deal with shorter deadlines, higher quality expectations, and endless interruptions on a daily basis.

### What you will learn

Drop-in visitors . . . excessive e-mail . . . lack of planning . . . These are just a few of the common timewasters that eat into your day. More than ever, time management skills are essential for survival in today's harried business environment. Are you stressed over meeting impossible deadlines? Do you feel overwhelmed, yet continue to procrastinate? In this dynamic program, you will learn how to:

- ◆ identify and write SMART goals
- ◆ plan each day and set priorities
- ◆ identify and manage your top timewasters
- ◆ distinguish between important and urgent tasks
- ◆ manage stress and make the most of your energy level

### Program format

**Everyday Timewasters: Pitfalls and Possibilities** is a practical two-hour workshop where participants gain valuable tools and skills over lunch. Participants complete individual and group exercises and are encouraged to break old patterns and create new habits. They also complete a personal action plan for setting priorities, eliminating timewasters, and creating new possibilities for personal effectiveness.

### To register, contact:

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Title  
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