



distinctions

Planning & Organizing

For most of us, everyday living occurs as if we were part of a big pinball game - bouncing around the day handling the pressures of our jobs, the needs of our families, or dealing with our worries over financial matters, and the demands of our close personal relationships. We are inundated by this rapid pace of information, often leading us into overwhelm, overload and frustration, until finally the game ends in tilt. When time, information and activities are controlling you, life goes unmanaged. The result in the workplace is stuffed filing cabinets, ongoing interruptions, cluttered desks, costly delays and missed opportunities. At home it means missed appointments, unbalanced checkbooks, disorganization, and not enough time for your loved ones, hobbies or leisure activities. When you are in control, life can become manageable. This workshop is designed to maximize your personal and professional effectiveness and performance.

Objectives

- Participants will learn new ways for organizing and planning their activities, tasks, projects and 'to-dos' that will enable them to manage everything without falling through the cracks.
- New ways for understanding the planning process for projects, tasks and activities.
- To provide a new set of work practices, so that participants are more focused, more productive, and have a new ability to deliver on tasks, initiatives and deadlines.
- To enable participants to align their activities and actions around what will forward the objectives and commitments of their respective departments and the entire organization.
- To alleviate the sense of stress and overwhelm that comes from juggling competing demands, priorities and deadlines, and give people new capacities for managing work/life balance.

As a result of the program, participants will learn to:

- Decrease interruptions and distractions by at least 25%.
- Minimize crisis management.
- Be more proactive through effective planning and preparation.
- Maximize use of time by focusing on what's important, rather than urgent.
- Develop a system for managing all information without letting items slip through the cracks.
- Increase productivity while eliminating stress and overwhelm.
- Stay focused, satisfied and keep in balance.