

# EFFECTIVE PERSONAL MANAGEMENT

*Enrich your life by achieving your goals*

The best possible investment you can ever make is to use your time wisely. With the My-Tyme Personal Management System, you will dramatically increase your productivity.

Take advantage of a program that will **positively** change the way you, your colleagues and employees work

At the end of the workshop you will:

- See a measurable improvement in your personal productivity
- Be better organised
- Increase your personal effectiveness
- Be better communicators

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**Module One: Principles of Effective Personal Management**

80/20 Principle  
 "Crisis Mode" Management  
 Tyranny of the Urgent  
 "Proactive" management  
 The Numbers Game  
 You Know What to do Next  
 Benefits of Planning and Setting Goals

**Module Four: Daily Planning and Organisation**

Daily Planning and Organising Page  
 Notes Page  
 Conference Planner  
 Daily Planning and Organising  
 Monthly Planner  
 Index  
 Communication Planner  
 Daily Organiser  
 Meeting Planner  
 Delegation Plan Daily Organisation Steps

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**Module Two: Becoming a Total Person – The Wheel of Life**

The Ten Commandments  
 Wheel of Life  
 Putting the Wheel to Work  
 Master List of Goals

**Module Five: Logs**

Interruption Log  
 Time Log  
 Time Log Summary  
 Workshop Evaluation  
 The Million Dollar Success Plan  
 Plan of Action

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**Module Three: Planning and Setting Goals**

Mission/Purpose Worksheet  
 Monthly Planning Worksheet  
 Goal Planning Sheet  
 Goals Tracking  
 Time Picture  
 Affirmations  
 Monthly Planner  
 Future Planner Monthly Planning Steps