

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

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

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

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