

Make Your Minutes Matter! Achieve Maximum Results in Minimum Time

Program Overview:

Do you feel overworked and overcommitted? Is there never enough time to achieve all that you want to do? Do you find it hard to balance all the demands of work and home life, let alone find time for yourself? Effectively managing your time is essential for success! Rather than spend each day reacting to one crisis after another, learn skillful strategies to get more done. Discover how to achieve maximum results in minimum time—set clearly defined goals, plan and prioritize tasks, tackle procrastination, organize your workspace, effectively manage email, control interruptions, learn to say no, delegate without dumping, and so much more. Because you can't find time for important things—you must make it! Make your minutes matter and watch your productivity soar!

Learning Outcomes:

- Learn how to create a written plan by setting S.M.A.R.T. goals you can attain and prioritizing your TO DO list—focusing on the most important, highest value tasks.
- Discover how to reduce unexpected interruptions—allowing you to better maintain control of your time, and leverage tasks according to your energy cycle to achieve greater concentration and enhanced focus.
- Realize why procrastination occurs and learn key strategies to break and overcome this habit.
- Enhance productivity with a de-cluttered and organized workspace, and a well-managed email inbox.
- Discover how to set effective boundaries, work through conflicting priorities and delegate effectively—empowering others with authority and responsibility.

Biography:

Tracy Butz, owner of Think Impact Solutions, is an inspirational keynote speaker, captivating author and successful consultant. She has more than 20 years of experience actively engaging both large- and small-size audiences including the US Army, Motorola, Shopko and Subway, just to name a few. Her reputable experience includes working 10 years as Director of Learning & Development, where she was accountable for talent management and employee development. Tracy also proudly holds the Certified Speaking Professional™ (CSP) designation, which is the highest honor in the speaking profession, held by only 12 percent of speakers worldwide. Tracy truly delivers the tools for today's world, helping to further engage employees, energize workplace culture, and empower high performance.