



The time management program that transforms priorities and passions into productive actions

Time Power[®] Instructor-Led Modular Time Management Training

Select modules for a program tailored to your organization or needs

Time Power[®] is Powerful and Productive. In keeping with Day-Timers' slogan, *It's all about you™*, Time Power[®] is easily tailored to each individual trainee and to your organization's specific needs.

What makes this program stand out from all the others?

- ✓ Time Power[®] is the only program to include Team Time Power modules
- ✓ Program content is totally relevant to today's needs. It integrates traditional paper-based planning with electronic planning tools
- ✓ Time Power[®] is far more flexible than any other time management program; offered in 2, 4, or 6 hour programs
- ✓ Customize your time management training by selecting specific modules
- ✓ Our training is hands-on and immediately useful
- ✓ Superior quality training materials

Choose a half-day or full-day program. Select modules that fit your specific needs. Integrate all seamlessly into your current training.

Module I (2.5 hours) – *Principles of Time Power*

- Understand the events that occupy your time
- Relate the 3 principles of time management to actual life
- Gain the benefits of the *Power of Planning*
- Discover the value of your time through the "Time Investment Quadrants"
- Learn strategies to efficiently organize, file, and retrieve information
- Use your planner to your best advantage

Module II (2 to 2.5 hours) – *Planning Your Time*

- The *Hobbs Model of Personal Productivity*
- Learn unifying principles to enhance your life
- Attain personal congruity
- Achieve immediate, intermediate, and long-range goals

Module III (1 ½ hours) *Activity Power*

- Identify and eliminate unnecessary interruptions
- Cut meeting time in half
- Delegate effectively

For more information, please contact:

Cheryl Basinger

Competitive Edge Human Resources, Inc.

8850 Chateau Drive NW

Pickerington, OH 43147

Phone: 614-866-9378

Email: cbasinger@competitiveedgehr.com

Web: www.competitiveedgehr.com