


Managing Time to be Productive

In a world where no one has TIME, how can time work for you? Being unorganized and disrupted constantly throughout the day, most employees struggle to be as productive as they know they can be. Simple routine adjustments, identifying optimal working periods and modifying work environments create an opportunity to manage our day more effectively, in turn, increasing productivity.

The vicious cycle of not being able to say NO to others causes good workers to get burned out, feel overwhelmed with trying to help everyone they can and as a result do not accomplish their set forth goals.

By committing to changing unproductive actions and creating a plan to utilize time more effectively, stress decreases and overall well-being increases.



Time is the most valuable asset
that no person will ever own.

- Learn techniques to set priorities, manage time, meet expectations and deadlines.
- Understand and implement Stephen Covey's time management grid.
- Learn actionable tools to set goals and incrementally achieve them by organizing priorities.
- Identify time management tools applicable in personal and professional lives.
- Suggestions for avoiding burnout in a world that is always connected.
- Identify what responsibilities are capable of being delegated and which are important to handle on your own.
- Tools for organizing tasks and creating milestones for achievement.
- Learn how to keep yourself and team members accountable.
- Creating rituals that bring about productivity.

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