

FocalPoint Coaching Excellence

# TIME MANAGEMENT MASTERY PROGRAM

MAXIMIZE YOUR GREATEST RESOURCE - TIME!

Your levels of achievement and performance are determined by your ability to think through and apply the very best time management techniques available to you. You can only increase the quality and quantity of your results by increasing your ability to use your time effectively.

## **This is where FocalPoint excels;**

The powerful program combines proven time management tools and philosophy with training and coaching. It is designed for professionals and teams looking to take their effectiveness and performance to greater heights of success.

## **TIME MANAGEMENT MASTERY TOPICS:**

- CLARITY & GOAL SETTING
- SETTING PRIORITIES
- TACKLING PROCRASTINATION
- EFFECTIVE DELEGATION
- REMOVING KEY CONSTRAINTS

*"The things that matter most must never be at the mercy of the things that matter least."*

– Wolfgang Von Goethe

## **PROGRAM PARTICIPANTS WILL LEARN TO:**

- Develop a mindset of performance
- Understand their Key Results Area's
- Set Goals aligned with success
- Plan and Prioritize each day more effectively
- Overcome Procrastination quickly & easily
- Organize their workspace & workflow
- Delegate more often & more efficiently
- Identify & remove Key Constraints

Available in Full Day/Half Day Workshops or 1on1 Coaching Sessions

## **THIS PROGRAM IS PERFECT FOR:**

- Corporate Teams, Executives & Managers
- Internal staff teams, Staff Leaders
- SME Business Owners, Managers, Staff
- Any professional committed to excellence!

FocalPoint International is a Coaching and Training organization of business coaches that are the globally exclusive business and executive coaching team of Brian Tracy International. Brian Tracy is one of the leading executive and business success authorities in the world today.

**CONTACT US TODAY TO FIND OUT MORE**

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