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How to Get Things Done



How to Get Things Done

1 Session –

1-2 Hours of Interactive Training

Do you wish you could be more focused on your goals ... not distracted by the thousands of interruptions that compete for your time and attention? This dynamic training course can literally add hours to your day, with smart tips and stress-erasing strategies. Learn to identify the trouble spots that keep you from achieving your goals ... to juggle many projects successfully ... to meet every deadline and follow through on all your promises.

About The Author

*With over 25 years experience in the advertising, marketing and communications industries, **Greg Kirsch** knows his material. As Account Group and Business Development Director, Greg led Valentine Radford's strategic direction for national clients. He also identified prospects, developed relationships and presented creative marketing proposals to new clients. As a new business consultant, Greg has helped clients create new business by researching their potential client's needs, providing counsel on new business presentations and providing "post pitch" analysis.*

Session 1

Section A: Using Time Wisely

- Introduction
- Using Time Wisely
- Get Organized
- External Distractions
- Meetings
- Phone Calls
- Visitors

Section B: Get Organized

- Evaluate
- Your Supplies
- Your Desktop
- Your Phone Directory
- Your Calendar
- Your Space
- Your Equipment
- TAF
- Working with Others
- Workplace Conflicts
- Resolve Conflicts

Section C: Getting More Done

- Evaluate Requests
- Delegating
- Control Distractions
- Running Out of Time?
- Crisis Management
- STRESS
- Procrastination
- Perfectionism