

Time Management and Personal Effectiveness Skills Virtual Workshop

Does this picture sound familiar?

- You have endless e-mails and voicemail messages, many of which are marked urgent
- You have a critical meeting in 15 minutes and you're still waiting on updated figures from colleagues
- You have two proposals that are due today and you haven't even started on a draft
- Every time you sit down to tackle your unfinished projects, the telephone rings or someone interrupts you to ask if they could have a minute of your time
- You have just been asked to entertain an out of town client after work
- Your daughter's softball league final is this afternoon and she wants you to attend

Each day we are bombarded with an overwhelming amount of information, asked to make hundreds of decisions, required to juggle countless projects and expected to meet numerous personal demands. Our lives cry out for balance, and yet few can identify, let alone practice, the skills needed to bring things under control. This skills gap and its by-products (confusion, anxiety, and loss of control) are impairing both personal and corporate productivity.

This workshop will identify the essential personal effectiveness skills needed in today's fast paced environment, and focus on applying these key skills utilizing the process you choose (paper based, e-tools or both). This powerful combination (skills and tools) will result in immediate and dramatic improvements and help you to:

- Develop effective techniques for planning and achieving short and long term goals
- Prioritize your daily activities/tasks to accomplish your most important work
- Plan and schedule the necessary time for highly important projects
- Make effective decisions and handle information flow efficiently
- Delegate with confidence and track delegations with greater ease and success
- Gain control through personal organization and desk management
- Plan and execute productive meetings
- Achieve balance in the key areas of your life



Your Total Training Resource

Registration Information

Time: This is a 3.5-hour workshop delivered in 1 session.

Pricing: The per person fee for 1-2 participants is \$255.00; for 3 or more the fee is \$225.00 per person.

Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- To register we will need the name of each participant and their email address.
- Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 25 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.