

# TIME

MANAGEMENT

# MASTERY



STRESS-FREE PRODUCTIVITY

IN THE

7 KEY AREAS OF LIFE

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*I am definitely going to take a course on time management...just as soon as I can work it into my schedule.*

~ Louis E. Boone

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*Time is the scarcest resource  
of the manager; if it is not  
managed, nothing else can  
be managed.*

~ Peter F. Drucker

**S**uccess doesn't happen because one person has more time than another. Every one of us has 24 hours a day to use as we choose. The question is whether or not we use that time effectively. Individuals who enjoy success in their personal and professional lives follow strategies to guide the choices they make each day. They have mastered the ability to manage their time instead of letting time manage their lives.

*Time Management Mastery* can help you manage your time and achieve the success you desire by focusing in on these seven key areas:

- 1. TIME:** Eliminate time wasters and time traps and learn to budget your time for maximum productivity.
- 2. SCHEDULE:** Learn to schedule less, delegate, and make what is most important, top priority in your schedule.
- 3. PROJECTS:** Good project management is first about planning and then developing a support system to bring the project to a successful completion.
- 4. INFORMATION:** Avoid information overload by learning to streamline your email, phone communications, and meetings.
- 5. PEOPLE:** Learn how and when to say no, and how to set boundaries with coworkers, clients, and others.
- 6. ABUNDANCE:** Develop true abundance by replenishing your energy in ways that sustain you.
- 7. WORK-LIFE BALANCE:** Learn to prioritize the precious and important aspects of your life (e.g. family, friends, health and spirit).



**Joel Garfinkle** is recognized as one of the top 50 executive coaches in America. Global Gurus named Joel #14 on its list of the top 30 global coaching experts. He is also a Master Certified Coach (MCC) — the highest level of achievement in coaching — and author of 11 books and over 300 articles on leadership. His client list for coaching and corporate training includes Google, Amazon, Starbucks, Bank of America, Microsoft, Oracle, Deloitte, Ritz-Carlton, Genentech, NBC, the NBA, and many other prestigious companies.