



## Effective Self Management

*"There cannot be a crisis next week . . . My schedule is already full."- Henry Kissinger*

**Purpose:** Reduce stress, save time, and enjoy better business results and personal success

### **Discussion/interactive points:**

- Self management style assessment
- Preferred ways of managing time
- Recognition and appreciation of how others manage their time
- Perspective on organizing from 'inside out'
- Self management matrix
- Powerful principles for beating procrastination
- The Effect of running on adrenaline
- Self management tips and strategies

### **Each participant will receive & utilize during the work shop:**

#### **Time PLUS Profile:**

A personalized report highlighting personal self management style, time wasters that may impact one's overall 'time use' effectiveness, possible causes and solutions for creating an effective plan for maximizing use of time and increasing performance.

**Note:** Profiles are completed prior to participation in workshop, through a secure internet delivery system and confidentiality is ensured at all times. Profiles take approximately 10 minutes to complete.



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