



## MANAGING TIME? HA!

“What tricks can I use to get it all done?”

“When is your next time management seminar?”

“What am I doing wrong? I’m never finished!”

A penny for every time these questions are uttered would be an enormous pile too heavy to get to the bank!

It would be wonderful to have a ready answer, a tip or a trick that would solve this all-too-common predicament. But the fact is the tried and true methods and foundations for managing time still apply.

Effective and efficient time management comes from mastering these skills:

### Managing ourselves

- Knowing your values, motivations and goals
- Using strengths and working around weaknesses
- Learning to say “No” graciously
- Being aware of physical and emotional reactions to demands

### Believing in the value of planning

- Taking time to plan accurately
- Tracking your plans
- Sharing your plans

### Designing effective routines for organizing

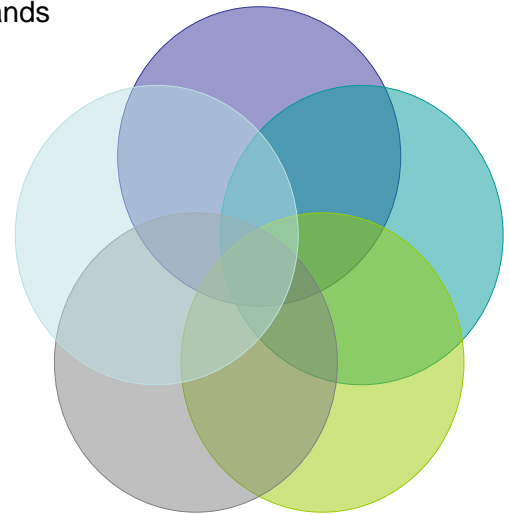
- Information (paper and electronic)
- Workflow
- Maintenance

### Being adept at dealing with interruptions

- Knowing what can be controlled
- Having a method to get back on track
- Choosing your attitudes toward them

### Communicating effectively

- Being sure you are understood
- Verifying you understand
- Welcoming people to discussion to strategize results



Remember, while there are tips and tricks that can reduce wasted effort and time during different activities, masterful time management rests on the firm foundations of self management, high quality planning and routines, coping with interruptions and interacting well with those around you.



**Mastery Consulting** focuses on helping people excel and companies succeed through coaching, consulting and presentations. Areas addressed include effective productivity and information management skills, improved leadership and communication abilities, all of which help clients to get more out of life personally and professionally.

Published, quoted or featured in many local and national publications, principal Leslie Robison has presented organizational and personal achievement topics to businesses, chambers of commerce and community groups.

A member of a member of the National Association of Professional Organizers since 1999, she has served on NAPO's Philadelphia chapter board as Professional Development Director. She also served on the board of the National Study Group on Chronic Disorganization (NSGCD).

Recognized through the NSGCD as a Certified Professional Organizer in Chronic Disorganization, Leslie has authored resource materials and presents teleclasses to both her peers, clients and the public. She is a member of Vistage, CHADD, ADDA, the Indian Valley Chamber of Commerce and Rotary.

*With Leslie's help I've been able to really make some genuine changes in my life and career, things I've been thinking about, hoping to do something about and yet every year I was no closer to realizing. ~R. G.*

*Your presentation was interesting, helpful and fun and thanks to you I've found myself trying different methods to get organized. ~B. W.*

Clients include individuals, small businesses, and corporate personnel.

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