FOCUS - Time Management
A Franklin Covey Workshop

Description

It isn't just the people who get things done who move their organizations forward and feel satisfied. It's those who never lose sight of the big picture and who focus energy and enthusiasm on their most important goals. By focusing on critical priorities, you will increase your value to your organization and enjoy greater job satisfaction whatever your current responsibility or how stressed and packed you find your daily schedule.

Objectives

• By attending this workshop you will:
  • Identify and focus on your top priorities
  • Reduce stress by recognizing and eliminating low-priority activities and distractions
  • Stay focused every day with a reliable planning system that integrates the tools you use (planner, PDA, desktop)
  • Apply a goal-setting process that gets results
  • Gain control of the competing demands on your time-email, voicemail, meetings, and interruptions
  • Achieve balance and renewal in your life to avoid burnout and cycles of frustration

Benefits

• More time to do what you want to do
• Less stress
• Better work life balance

Competencies

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Please direct all questions to Employee Relations/Human Resources at: erhr@uillinois.edu, 217-333-2600 or 312-996-5130