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Where Did the Time Go? 5 Ways to Accomplish a Lot More in a Day

Live Webinar April 7, 2016 • 1:00 PM - 2:00 PM ET

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When you ask most professionals how they are doing, they will say they are “busy.” They might say that they “wish they had more time in a day.” Although we cannot technically create more than 24 hours in a day, this topic will outline clear and proven strategies to make the most of each day. Most of us desire to accomplish more than we do each day. You will walk away with strategies that anyone can put to use immediately, resulting in an immediate and tangible gain in personal productivity.

General Information: Includes free downloadable manual with attendance. This live webinar may be recorded by Lorman Education. If you need special accommodations, please contact us two weeks in advance of the program. Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package. ©2016 Lorman Education Services. All rights reserved.

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Live Webinar Registration

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Call **866-352-9539** or

www.lorman.com/ID397503.

Printable registration form available upon request.

Can't Attend? Audio & Manual package available online.

Agenda

Business Professionals Are Constantly Busy Today, Having to Respond Quickly and Constantly With the Technology We Have; Review 5 Strategies to Accomplish More in a Day

- Meetings: Faster and More Effective
 - Timelines
 - Agenda
 - Follow-up
- Multitasking: Limiting and Creating a Mindful Plan
 - Interruptions
 - Managing Multiple Priorities
 - Focusing
- Ideas: Capturing and Retrieving Efficiently
 - Electronic
 - Paper
 - Routines
- Organizing Each Day: Being Clear, Focused, and Flexible
 - Book-Ending
 - Prioritizing: 4 Steps
 - The Power of One Theme
- Proper Pre-Work: A Critical Step to the Best Days Ever
 - Fireproofing
 - Communicating With Your Colleagues

Faculty

Carol Williams

- Co-leader of a nationwide Speaking For Fees Special Interest Group, which is part of the NAPO (National Association of Professional Organizers)
- Plans and runs monthly tele-calls relevant to specialized speaking topics
- Served on the board of directors since 2010 for the local chapter of NAPO in New Hampshire; has been membership manager, vice president, and currently secretary
- Certified GO (Get Organized) System Trainer
- Evernote Business Certified Consultant
- Published in the Monadnock Business Journal, Business NH Magazine, Kearsarge Magazine, Front Burner Mama Magazine, The Greater Concord NH Chamber of Commerce business focus section, and have been a guest contributor to Carol Roth's "Getting More Organized in Business" blog and Chuck Sink's Marketing Tip newsletter
- Hired as keynote presenter and/or workshop presenter for the New Hampshire Women's Bar Association (attorney group), New Hampshire Women in Construction, PMI (Project Management Institute), and University of New Hampshire
- Can be contacted at 603-848-4732 or Carol@EfficientProductivity.com

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