



Time Management for Results

"I got real life skills, information and tools that has aided the development of the total me."
Margaret Phillips Training Manager Courts Jamaica Ltd.

The New Paradigm of Time Management

The Program

- 1 The Psychology of Time
- 2 Management
- 3 Deprogram old scripts about time
- 4 Strategic Goal Setting
- 5 How to Set Priorities
- 6 Planning and Organizing
- 7 Maximizing Productivity
- 8 Effective Project Management
- 9 Eliminating Time Wasters
- 10 Overcoming Procrastination
- 11 Delegating and communicating
- 12 Balancing work, family and play
- 13 Philosophy of Time Management
- 14 Celebration

The Situation

The average person is working at less than 50% of capacity. Less than 5% of people are contributing their full potentials to their company.

The Opportunity

Only people can be made to appreciate in value - by making them more productive. Each person can learn how to get more done, with lower stress, using these powerful, personal management tools and techniques.

The Process

Participants are introduced to a new way of approaching time and personal performance. Each person learns how to save time and increase output in every area of life. The process deals with both the practice and psychology of time management.

The Training

This one-day interactive training program will help participants to better organize their work and personal life. It is facilitated by Courtney Kazembe, who is a world leader on the development of human potentials and personal effectiveness. He's a dynamic speaker with an ability to inspire audiences towards peak performance. He addresses thousands of people each year on the subject of personal and professional development.

The Result

Participants emerge from this intense, one-day program with a new attitude toward themselves and time. They see themselves different and their results improve immediately.

The Benefits

- Clear goals and objectives.
- Establish priorities.
- Greater ability to concentrate on higher value task.
- Gain more productive hours per day.
- Overcome procrastination.
- Achieve greater clarity and focus.
- A greater sense of control and personal power.
- Better balance between work, play and family.
- More energy, greater enthusiasm, higher productivity.

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