

Time For Results!™ – Manage your time before it manages you!

Handling multiple assignments and demands while still meeting the needs of customers and clients is the rule, not the exception. Even the most organized person can feel overwhelmed by workloads that seem impossible and days that feel chaotic.

The Time For Results!™ proprietary formula teaches you how to handle the 21st Century dilemma: How to get more done in less time and with higher quality.

Time For Results!™ teaches you to focus your energy for results, manage your day, and customize your high-tech tools to meet your individual needs. Your entire life will be organized!

I. The Mental Process of Productivity & Prioritizing

New millennium techniques for self-management and working "in the zone".

II. Time and Technology: Using Microsoft Outlook®

Customize Microsoft Outlook as your time management tool for implementation of time management theory.

III. Time Management and Relationships: Interruptions, Timewasters & Meetings

Learn how to get rid of old-fashioned time wasters with up-to-date ideas.

IV. Goal Setting: Invent Your Future

A goal setting class that doesn't superficially tell you about goals, but actually shows you the step-by-step process.

V. Life Balance: Learn to Harmonize the Elements of Life

Experience mental and emotional release as you discover the secrets of "doing it all" without losing your mind.

Participants in the Time for Results Program will experience reduced inner conflicts and noticeable results in the following areas:

- Self-direction and self-motivation
- Productivity
- Written goals and achievement
- Stress management and balance
- Self-confidence and vision of success

Complete details for this program may be found online at www.TimeForResults.com



Use Karla's Time & Technology Module for a great breakout session



"It is practical and applicable immediately. A 'must take' for any employee."

- Paul Cureton

"Karla's class 'Time for Results with Microsoft Outlook' has been offered at our company quite a few times and we always walk away with rave reviews!

The participants comment on the usefulness and applicability of the topics focused on in the session. As a Microsoft-certified trainer myself, I find the inclusion of MS Outlook in a time management course invaluable to our employees. We rely heavily on the use of Outlook and to be able to apply Karla's techniques to our company needs and be able to customize the software while in a class adds a value not equaled in other "soft skills" offerings.

- Amy Grannan, Training Coordinator
Jordan, Jones & Goulding