



## Time Strategies

Everyone knows...

- ▶ Planning your day makes sense
- ▶ You should prioritize your activities.
- ▶ You should complete your critical/urgent/important tasks each day.



Everyone knows, but very few do.

Why?

The Aspire Advantage answers this question.

The skills in Aspire's Time Strategies help you make the most of your limited time, so that you can become more effective and productive, while living a life that is less stressful.



Key Areas within the Aspire Advantage Time Strategies Process:

- Evaluating Current Behavior & Habits
- Our Perception of Time
- Attitudes
- Purpose
- Values
- Investing Your Time
- Getting Organized –The Three “D’s”
- Planning & Priorities
- When to Plan
- Planning for Interruptions
- Without Goals There is NO Need for Time Management
- Overcoming Procrastination
- Balance
- Additional Time Wasters
- Telephone –Friend or Foe?
- Learning to Say No
- A Matter of Choice

Measurable Outcomes and Results:

- Reduction of Stress
- Increased Efficiency
- Greater Organization
- Increased Productivity
- More Leisure Time
- Intentions and Actions Match

The Aspire Formula for Success:

*Ask + goals = PBC → IR*

Attitudes  
Skills  
Knowledge

Positive Behavior Change  
Improved Results

Aspire Consulting, Ltd.  
One Horseshoe Drive  
Hyde Park, NY 12601  
(845) 803-0438

Email:  
[info@AspireAdvantage.com](mailto:info@AspireAdvantage.com)  
Online:  
[www.AspireAdvantage.com](http://www.AspireAdvantage.com)

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