

# TAKING CONTROL OF YOUR WORKDAY

Take back control and learn how to  
accomplish more in less time.

## COURSE CONTENT

Do you ever feel like there is just not enough time in the day? If so, we've got good news for you: Benson & Company is offering a one day seminar guaranteed to put you back in control of your day. We'll help you become more efficient, more productive, and less stressed.

Time is the one resource that all of us share equally. Bill Gates, Donald Trump, and Warren Buffett have 24 hours to spend each day, just like you and I. How is it that some people seem to accomplish so much more? In this program, you'll learn how to take back control of your workday and accomplish more than you ever thought possible.

Just Some of the Key Elements:

- **The secrets of effective delegation.** Knowing how and when to delegate is a skill that can make all the difference. Whether you're a company CEO or an entry-level professional, there is a time and place for delegation. We'll teach you how to identify these opportunities, and how to take advantage of them.
- **The top ten "time wasters" and how to avoid them.** Let's face it—time management is a challenge that every professional must face. It's not a problem unique to you or your team. Don't try to "re-invent the wheel", instead, let our experts identify the most common time wasters that you'll face.
- **How to think beyond the "to-do" list.** We'll teach you proven techniques and introduce tools that will help you organize your time more effectively than ever before. Sometimes, it isn't about working harder or working faster—it's about working smarter. And it all starts with the right organizational system.
- **The best way to start your day.** The way you start your morning sets the tone for the day to come. We will teach you the most effective approach to each new day.
- **How to protect yourself from the demands of others.** If you let them, others will take over your day. Before you know it, you'll be spending so much time on busy work that you won't be able to start your own to-do list, let alone finish it. But you can't just stop answering the phone or checking your email, either. We'll teach you how to tactfully and effectively protect yourself from demanding colleagues.
- **To identify your most productive times of the day**—and how to take advantage. We are all wired differently, and that means that you may be at your best at a different time of day than your colleagues. We will teach you how to analyze your own work patterns in order to identify the times in which you are at your best.
- **How to revolutionize your effectiveness** by tracking your time. Simple tools that allow you to track your time and your productivity can be very revealing. We will introduce tools that will enable you to visualize the relationship between the time you spend and the results you achieve. This information will help you prioritize your time and organize your day for maximum effectiveness.
- **To leverage the 80/20 rule.** The 80/20 rule essentially states that 80 percent of your results come from 20 percent of your time. In other words, some of the time you spend each day is far more productive than the rest. We'll teach you how to identify that time in order to determine "key result activities" which allow you to accomplish far more each day.
- **How to set proper goals.** Anyone can set a goal—but if your goals do not include these principles, you're wasting your time. We'll teach you the key elements to effective goal-setting so that you can keep yourself and your team on track.

Be honest – when is the last time you have completed every single item on your "to-do" list for a given day? For most professionals, getting to the bottom of a to-do list is a rare accomplishment indeed. In today's fast-paced world, it's easier than ever to be distracted and lose focus, which results in lost productivity and results.



*'Increasing productivity through principle based time management skills'*

## THE BEST PRINCIPLES OF Time Management in Action

### CONTENT CONTINUED...

- **Proven secrets to minimize interruptions.** Interruptions will destroy productivity if you let them. Our team will teach you proven techniques that will allow you to keep interruptions under control, if not eliminate them completely.
- **How to manage paperwork** and keep it from taking over your day. If you're constantly battling mountains of paperwork, we can provide the solution. Our proven techniques will help you prioritize, manage, and complete paperwork so that you can get on with your day.
- **How to "just say no" to yourself.** How often do you begin to delegate a task to a colleague or a subordinate, only to think "it would just be easier to do this myself!" We'll teach you how to fight through this objection and learn to effectively instruct and delegate to others. It may cost you slightly more time in the beginning, but proper delegation makes all the difference.
- **Time-saving techniques for phone conversations.** Learn proven techniques that allow you to spend less time on the phone and accomplish more—without sounding rude or unprofessional to your colleagues. Long phone calls can waste hours and hours each week... let us teach you how to eliminate this wasted time!
- **How to run efficient meetings.** Most professionals dread meetings—and view them as a colossal waste of time. Learn strategies and techniques to make meetings shorter, more productive, and more enjoyable. Meetings will never be a waste of time again!
- **How to fight off procrastination.** Procrastination is a problem for nearly everyone. We will teach you how to fight it off and take back control of your results.
- **And Much, Much More...**

If you're like most professionals, you have too much to do each day, and too little time to get it done. As a result, you may feel that you have "lost control" of your workday. Let Benson & Company teach you how to take back control! Our team will teach you proven skills and techniques that will make you more productive than ever before.

*"I am pleased to report that the training was a great success, not only well "targeted" towards our own needs...it was very well presented and very well received...For us to have our entire senior management team out for the whole day was a big investment...with credit to you and your training I am most pleased with the return on investment"* **Mercury International**

Our consultants and trainers are extremely experienced and talented professionals. We can create a program covering other topic areas that you may want to explore. Please contact us at [info@bensonandcompany.net](mailto:info@bensonandcompany.net) for more information about any of these or the following:

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|--|---|---|
| <input type="checkbox"/> Time Management               | <input type="checkbox"/> Project Management | <input type="checkbox"/> Communication Skills   |
| <input type="checkbox"/> Dealing with Difficult People | <input type="checkbox"/> Stress Management  | <input type="checkbox"/> Presentation Skills    |
| <input type="checkbox"/> Leadership Skills             | <input type="checkbox"/> Supervisory Skills | <input type="checkbox"/> Personal Assertiveness |
| <input type="checkbox"/> Team Building                 | <input type="checkbox"/> Customer Service   |   |

If you would like additional information on Benson & Company Key-note and Business Speaking services, call or email us at the address below.



John Lewis



### Benson & Company

UK Office:  
Liberty House  
Regent Street  
London  
W1B 5TR

West Coast USA:  
633 West Fifth Street  
Los Angeles  
CA 90071

East Coast USA:  
750 Third Avenue  
New York  
NY 10022

E: [info@bensonandcompany.net](mailto:info@bensonandcompany.net)  
W: [www.bensonandcompany.net](http://www.bensonandcompany.net)  
T: +44 (0) 203 503 0633