

## Agenda

# *Managing Your Time for Maximum Productivity*

Thursday, April 7, 2011

9:00 a.m. - 12:00 Noon

John A. Slavich, CEO  
Human Resource Dynamics

*(NOTE: There will be two 10-minute breaks at approximately 10:00 a.m. and 11:00 a.m.)*

- **INTRODUCTION**
  
- **OBJECTIVES**
  
- **SETTING SMART GOALS**
  
- **ESTABLISHING PRIORITIES**
  
- **IDENTIFYING VALUE-ADDED ACTIVITIES**
  
- **CHANGING OLD HABITS**
  
- **OFFICE 5S: SORT, SET IN ORDER, SHINE, STANDARDIZE, SUSTAIN**
  
- **MAKE THE PLAN – THEN WORK THE PLAN**
  
- **YOU CAN SAY “NO”**
  
- **REWARD YOURSELF**
  
- **WRAP-UP & CALL-IN QUESTIONS**