

Time Management

DOING MORE WITH LESS

Practical Tools to Regain Control, Focus, and Sanity

Time management isn't about doing more—it's about doing the right things with intention, control, and less stress.

Most people aren't short on effort—they're short on clarity. The modern workday is filled with interruptions, competing priorities, constant communication, and unrealistic expectations. Doing More With Less is a practical, hands-on training program that helps people take control of their time, focus on what truly matters, and reduce stress—without working longer or burning out.

Participants leave with simple, proven tools they can use immediately to manage priorities, interruptions, meetings, and workload more effectively.



Who This Is For:

- Employees managing heavy workloads and constant interruptions
- Managers and supervisors juggling people, priorities, and deadlines
- Sales professionals overwhelmed by follow-up and distractions
- High performers at risk of burnout
- Organizations asking people to “do more with less”

Ideal For:

- Annual meetings
- Quarterly kickoffs
- Retreats
- Conferences
- Recognition or celebration events

What You Will Gain:

1. Regain control of your day instead of reacting
2. See where your time is going—and stop the biggest leaks
3. Focus on controllable demands and energy that matters most
4. Gain a sharper perspective on priorities and daily decisions
5. Turn your to-do list into an ally, not a stress source
6. Never forget key meetings, deadlines, calls, or commitments
7. Make natural energy highs and lows work for you
8. Proactively manage interruptions—email, calls, and drop-ins
9. Run shorter, more effective, time-respectful meetings
10. Identify procrastination triggers and overcome them
11. Align daily actions with core values—not just urgency
12. Build a personal plan for what matters most
13. Reduce stress by simplifying planning and organization
14. Use a repeatable system immediately
15. Gain back up to an extra hour a day—and use it well

What Makes This Program Different:

This is not a generic time management seminar.

Doing More With Less focuses on behavior change—not busywork. Participants don't leave with more things to do; they leave with a clearer system, stronger habits, and less stress.

The result is improved focus, better follow-through, reduced overwhelm, and more consistent performance—without burnout.



Flexible Formats

Partial-Day (2–3 Hours)
Half-Day (3–4 Hours)
Full-Day Experience

Sessions can be delivered in person or virtually, and scaled for small teams or large groups.

