



# The 25 Hour Day

## Time Management and Time Budgeting Strategy

What if you could get more done without working more hours? What if you had time to devote to the truly important things in your life? What if you could reduce your stress by re-gaining control of your time and your schedule? Does that seem possible?

It is, if you learn and incorporate the principles of time budgeting and time management that Randy Anderson teaches in this seminar.

**In this training session, we'll discuss:**

- the importance of taking ownership of the way you use your time.
- ways you can organize your day, your workspace, and your to-do list to maximize your time.
- the difference in time management and time budgeting.
- the importance of setting aside time for the most important tasks, rather than living in a constant state of crisis management and fighting fires.
- how you can save as much as an hour every day by mastering several simple, yet all too often over-looked daily disciplines.

**Here are comments from two people who have attended this seminar:**

*"I participated in the Maximum Productivity seminar presented by Randy Anderson...it was by far the most outstanding of any similar training I've ever received. Instead of expounding on theory and vision, he provided tools that could be implemented immediately. I recently listened to a Time Management presenter at a Zig Ziglar forum and she couldn't hold a candle to Randy's knowledge, skill set, and presentation. He was superb!"*

Bev Riley/Human Resources Manager/X-Fab Texas

*"The time management course Randy taught conveyed practical, easy to implement ways to save time in a straightforward manner. His concept of time budgeting has been the BEST thing I have ever implemented. When I don't stick to my time budget, I begin to feel overwhelmed and I waste time. When I do stick to the method Randy taught, I am in control, get things accomplished, and march right through my to-do list."*

Michelle Stephens/Comm. & Mktg Mgr/Covenant Health System

**Teaching the Essential Elements of Excellence for work and life!**