



## Program Description

### *"REDUCTION!"*

*Eliminating Personal, Departmental, and Organizational Timewasters*

If you want to get more done, the temptation is to go faster and work more hours. However, productivity is not about squeezing more into your days. This program helps you to determine how you can reduce things that waste your time. By eliminating these speed bumps, you create the space to accomplish important activities. Speed bumps exist at organizational, departmental, and individual levels. You can also be a speed bump – the causal factor in wasting precious time. Discover the speed bumps in your work and reduce their time-sapping effects!

### Course Objectives:

1. Eliminate the cause of most problems and avoid crisis.
2. Control and prevent interruptions.
3. Handle drop-in visitors and co-workers effectively.
4. Say "no" to requests you don't have time for.
5. Recognize personal shortcomings that lead to decreased organizational productivity.
6. Reduce the time you spend tied up in irrelevant, unnecessary meetings.
7. Eliminate all unnecessary tasks from your responsibilities.
8. Get rid of everything you don't need or use: live simply.
9. Delegate properly and don't do tasks others are capable of performing.
10. Keep socializing during work hours to an appropriate level.

