



Time Excellence Strategies

Enhancing your Efficiency & Effectiveness to Become a High Performer

16 Jan 2009, Furama Riverfront Singapore

with
Manoj Sharma
International Speaker,
Global Thought Leader, Business Coach

Why This Workshop

Do you realise...

Over the last 20 years, people have experienced an almost 50% increase in daily work-related time and a more than 40 full days increase in work-related time?

Over the next 10 years, you can expect to spend more than 16 hours a day at work if you do not improve your personal productivity?

Are you aware that with the right time excellence strategies you'll save more than 52 additional days a year?

Join us in this highly practical workshop and find out how you can add hours to your disappearing time and enjoy greater productivity, more fulfillment in your professional and personal life, and have a better quality life.

Key Learning Benefits

At the end of this highly relevant and useful session, you will discover how to:

- Be more optimal, efficient and effective than you can imagine;
- Prioritise your life, create dynamic targets and beat deadlines;
- Eliminate your time leakages, wastage and delays;
- Overcome your time, resources and energy shortages;
- Benefit from the world's No 1 time excellence tool;
- Not let emails, meetings, people and travel disrupt you;
- Delegate effectively, eliminate pile-ups, take responsibility;
- Leverage on technological and non-technological goal achievement tools to free up more time;
- Improve your performance, productivity, profitability and fulfilment;
- And so much more than you can imagine ...

This highly participation-driven workshop is packed with group exercises, interactive games and feedback loops - you will sure walk away with effective tools and techniques that will free up more time for you.

Programme Agenda

Time Excellence Strategies

- Improving Your Efficiency, Effectiveness and Efficacy
 - Overcoming Procrastination
 - *Your Time Wasters / Time Spenders / Time Investors*
 - *Saying Yes, Saying No And Saying Maybe I'll Try*
- Being A High Performer
 - Mastering The 5 Stages of Performance
 - The Performance Matrix
 - Focusing On Your Priorities And The Results
 - Making The Result Your Guru

Identifying The Competencies You Will Need To Acquire

Keeping The Dialogue Going

- The Difference Between Expectations And Goals
- Perseverance By Goethe
- Continuous Effort By Churchill
- Gaining True Freedom
- Being Certain with Uncertainty
- Your Weekly Goal Achievement Team Plan
- Technological and Non-Technological Goal Achievement Solutions
- Celebrating Advancements, Achievements and Accomplishments

Living As Your Future Now

- The Difference That Will Make The Difference
- Differentiating The Difference
- Your New Agreement With Yourself
- Focusing Your Attention With Intention

Getting Others To Benefit From Higher Performance, Greater Profitability and Priceless Fulfillment

- Feedback Loops
- Follow On Activities

Your Workshop Leader

Manoj Sharma is a World Class Wealth Strategist. He assists organisations, teams and individuals to be financially and non-financially wealthier through a series of incredibly "spot on", fully customised strategic initiatives. Manoj is also the Founder, CEO and Head of Faculty of DifferWorld.com, an international strategic profitability, performance and fulfilment consultancy.

Over the years, Manoj has earned a reputation for not just being a global thought leader, but also his reputation for delivering world class initiatives that assist the global who's who win in their fields of endeavour is fast becoming legendary.

To date, Manoj has worked with more than 50,000 individuals globally, from senior leaders onwards, across diverse industries and has professionally coached more than 700 people.

Testimonials

"Manoj did an excellent job in delivering the key values that are not only valuable for our organisation but also for life as well. Manoj is easily one of the best speakers we've had come into our company."

"Manoj Sharma is very inspiring and highly energetic. He set us thinking with the power of his words. Responsible and enterprising he is clear and straight to the point with his explanations."

"Manoj Sharma is an extraordinary communicator. His delivery was crisp, direct and impactful. Every word used was specially selected to provide maximum impact and value for the participants."

REGISTRATION

Fees: *S\$495 nett per person
(Team discount is available when you register 3 persons and above)

For enquiries / registration, contact:
Partners Conference & Event Management Pte Ltd
Tel: 6288 1273
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** Participants who sign up for
"Making 2009 Your Best Year Ever"
will receive a \$50 discount for this workshop.*