

Making It All Happen With The Time Available

We are overwhelmed with information. David Shenk in *Data Smog* writes, “I was thinking that information was power. I now regard this as one of the great seductive myths of our time”. Today we are on information overload.

We are overwhelmed with things to do. Opportunities for filling a day abound – everything serves some purpose: learning, meeting a responsibility, preparing for something, earning money or paying for something. In 1940, the average adult had 100,000 items to consume. Today the average adult has over 2 million items to consume. In the workplace, while specializing was the norm in the past, the ability to do many things is expected in today’s world.

How you use your time determines:

- Your rewards
- Your relationships
- Your time available

Time is the only resource that cannot be saved, stored, or held in reserve: It ticks by and is gone forever. While little can be done during an individual second, by making use of many seconds, and many minutes, and hours, and days.... you can accomplish whatever you set your mind to accomplish.

You *can* put the resource of time back into your control and accomplish what’s important to you: This program will show you how.

You'll learn ways to...

- Identify and recapture lost hours
- Determine the right things for you to do
- Gain the peace of mind and success you want

At the end, you probably won’t say ‘I wish I made another meeting or filed more paper.’, but as a wise friend of mine says, ‘You’ll want the peace of mind in knowing you made the most of your time and lead a life of which you are proud – a life balanced in what you wanted to accomplish’.

You and your people will learn powerful new ways to....

1. Evaluate your current use of time and find lost hours available.

Determine easily what you want to accomplish and where your time is spent.

2. Evaluate your best use of time.

Create an environment that will allow you to spend your time that best meets all your needs.

3. Organize everything you must deal with to survive.

Discover tools for dealing with the overload of “in box” and getting it to the “out box”.



OXFORD COMPANY

213 Second Street • Huntington Beach • CA • 92648-5103
(714) 960-7461 • fax (714) 960-5107 • info@oxfordco.com