



KLR Consulting

Inspiring Success in Your Leaders and Teams

Time Management Workshops

Many professionals at every level of an organization are challenged with finding enough time to complete tasks and projects. As a result, organizations and individuals turn to Time Management in order to get things under control. Time management is a difficult and flawed concept because you can't really manage it. Time is finite and cannot be changed, so when we discuss managing time - we are really striving to better manage our work and ourselves.

Time Management workshops and programs are a reliable way to ensure employees are able to accomplish their important tasks to ensure a more successful future for the company. A workshop or program from KLR Consulting can be customized to fit an individual or organization's specific needs. Whether time management issues revolve around email, meetings, communication or all of the above, KLR will help participants become more effective through the use of proven best practices. Our time management workshops include identifying and avoiding common time wasters, while integrating best practices in order to improve productivity.

Planning for Success

While instruction on improving habits and time management techniques will help improve productivity, successful time management workshops should also include a personal plan on incorporating these practices into an individual's daily work. KLR Consulting workshops help participants explore how they spend every minute of their daily work life, then build and implement a plan to improve their time management skills.

Each participant's plan is customized with best practices that work best with the way they work. KLR workshops explore many different time management techniques, so individuals can examine and choose the practices that will work best for them.

KLR Consulting = Efficient Employees

Time Management workshops from KLR Consulting will give a group, department or an entire organization the improvements needed to meet company goals or individual quotas. The techniques learned in each customized workshop will ensure employees at every level are more efficient and have the tools needed to complete critical projects on time and under budget.

Contact us today to learn how KLR Consulting can help your company achieve success. The experts at KLR Consulting can quickly achieve change in employees and improve productivity throughout the organization without disrupting your business.

"KLR Consulting has facilitated a number of time management workshops focusing on different areas. I especially found the email workshop very valuable and I'm glad I took time out of my busy schedule to attend. The workshop helped me be more effective at email communications and I manage my in-box more efficiently. I also learned a number of best practices for delegating, which has helped me to be a better leader.

**- David M. Sacarelos, CPA
Seiler LLP**