

Time & Life Management

Presented By Charlie Farrell

Prerequisites: None

Schedule: One Half-Day Session

Course Objective

Personal Productivity; make the most of individual skill and talent

Course Topics

- Change – Its not a Four Letter Word
- Your Potential – How much are You Really Tapping
- Commitment and Follow Through – Increase your Credibility by Eliminating “I’m Sorry, I Forgot”
- Priorities – The Key to Ending Crisis Management
- Habits – Identify and Change Non Productive Habits
- Positive Approach – Relates to Greater Productivity
- CD – Positive Reinforcement Through Listening
- Personal Organization – The foundation of Increased Productivity

About the Seminar

Have you ever said, “Tomorrow, I am going to get organized...” “I have a bad habit I’d like to change...” “I’m the world’s worst procrastinator...” “I sure would like to manage my time better...” Such feelings are not uncommon in today’s fast paced, complex business environment. The question is- what can you do to minimize or even eliminate the cause of such feelings? Time & Life Management is for you.

Time & Life Management enables men and women to make the most of their skills and talents. Personal productivity is the foundation upon which our ultimate success or failure is built. True champions will be those individuals and organizations who produce goods and services at the most efficient cost. The basic premise of this program is that all of us can and must be personally more productive if we are to compete successfully in the world we live in.

About the Speaker

Charlie Farrell is a banking and finance graduate of the University of South Carolina where he played basketball for Coach Frank McGuire. He flew over 3,000 hours as a fighter pilot and owned two commercial printing companies before he formed The Farrell Group. Charlie has conducted over 2,500 programs for repeat clients such as General Electric, 3M, Mayo Clinic, Federal Reserve Bank, Ocean Spray Cranberry and Michelin. Charlie is a trained mediator and attended the Harvard Law School Negotiation Workshop taught by Roger Fisher, author of *Getting To Yes*. He has authored two books: *Courage To Lead*, which is used by many organizations and universities in their leadership training. *Keep Your Wallet Open and Your Mouth Shut* is a humorous look at how Fathers can survive the wedding of a daughter.

Charlie is an adjunct faculty member of the Daniel Management Center of the Moore School of Business at the University of South Carolina. He travels extensively, having visited all 50 states and 30 foreign countries.

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3020 West Arrowood Road • Charlotte, NC 28273
(704) 522-8011 • Fax (704) 522-8105 • www.employersassoc.com