



MAXIMIZE YOUR TIME: 7 SHORTCUTS FOR DOING MORE WITH LESS

Keynote Presentation or Workshop

Joelle K. Jay, Ph.D., MCC

Do you feel constantly strapped for time and that you never, ever have enough? Struggle to fit everything in, feel controlled by your schedule, and often find there's time for everyone but yourself?

Imagine standing in your office looking at a beautiful clean desk, feeling light and at peace. Everything you want to do is on your calendar. Nothing you don't want to do is on your calendar. And it stays that way. Maybe not every day, but as a general rule, you're able to be extremely productive and still have a healthy, balanced life.

Traditionally, time management is about getting more done in the time blocks within your calendar. In fact, if you look up the word "managing," you'll find terms like "to deal with," "to cope," and "to wield." Words like these make time the enemy – like you have to fight time, because it's against you.

What if instead you could embrace time and make it work for you? What if you felt you had all the time you need...all the time? *Maximizing* your time is about making the most of every minute. One of the secrets of your success is mastering your most precious resource: *time*.

The Presentation: Maximize Your Time

During the presentation "Maximize Your Time: 7 Shortcuts for Doing More with Less" you'll discover:

- 7 shortcuts for achieving more with less

- How to save time, spend time, find time, create time, and free time so you can get more of the time you need for what matters most
- Strategies to help you transform your thinking around time so you can spend your time in the way that's most important to you
- Practical ways to make your work day shorter and more efficient, while still maintaining your high standards for results
- How to lower your stress and enjoy your work more, as well as the rest of your life.

Joelle's approach has been endorsed by Marshall Goldsmith, Jim Kouzes, Stephen Covey, and more. Joelle draws on her experience coaching top executives in some of America's most respected companies, including Google, Apple, Microsoft, MetLife and Adobe to help leaders join the top 5% of their organizations while leading the life they envision for themselves.

What Participants are Saying:

"Personal Leadership is significant and getting more important with the challenges we face in our workplace." - Randy MacDonald, Senior Vice President Human Resources, IBM.

Your Presenter: Joelle Jay, Ph.D., Coach to Executives in Some of America's Most Respected Companies



Joelle K. Jay, Ph.D., is a principal at the global leadership development firm, Leadership Research Institute. As an executive coach, author and speaker, Joelle helps leaders achieve top performance and business results. Her clients include presidents, vice presidents, and C-level executives in Fortune 500 companies. Joelle is the author of *The Inner Edge: The 10 Practices of Personal Leadership*. To find out how Joelle can help you reach the next level, visit: www.TheInnerEdge.com.

FOR MORE INFORMATION:

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