



5 Hour Corporate Elite Time Maximization Program

Session 1: What are your habits and how are they leading to common time management mistakes? Become aware of what influences are in your life and how they occupy your time.

Session 2: What is the vision and goals you have for your life? Are the activities that you participate in productive toward your vision or are they just keeping you “busy?” Students will learn how to prepare a personal mission statement and identify what their centers are in life.

Session 3: An overview of Time Management will be taught, and it will be linked to how your independent will as a person determines your level of success to execute your daily and weekly plan. Each student will learn how to fill out a weekly agenda and set goals for each of the roles in their lives. In addition, everyone will learn how to review what their next day’s schedule is the day before and set priorities.

Session 4: What are your distractions to “Conquering the 24?” Distractions will be a part of your daily lives, but productive people learn how to minimize them and be flexible when necessary. Furthermore, students will learn ways to rid themselves of the perfectionist mentality and the power of saying no.

Session 5: Most of us have open spaces of time in our days, what do you do with yours? The most efficient people turn small spaces of time into opportunities of production rather than waste. Many other tips on maximizing time will be taught:

- Rest and Recovery
- Breaks and Periodization
- Focus on one small change at a time.

Example of Session 3 Content:

“Find 10 more minutes to be productive in a day. If you do this for one whole year, that is 60 hours more hours of productivity a year.”

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