

NEVER SAY “I DIDN’T HAVE TIME” AGAIN



Understanding How Urgent And Important Finds You More Time

A Session by Rich George, The NOI Coach & Your Success Coach

About This Session: In this efficient session, participants will embrace the idea that time cannot be managed but behavior can. By embracing the need to appropriately identify what is important and what is urgent we can buy back hours of time every day. In this program, Rich will help you tackle the “to do list” monster and to seize control of every hour of every day. He will empower you to work 40 hours again, and get more done in those 40 hours than you do in your 60-hour work weeks. If you are working 12-hour days, this session is a must see for you.

Learning Objectives:

- a. Participants will embrace the concept that time is unmanageable, but behavior is in our control.
- b. Participants will apply the Eisenhower Time Management Matrix to get their lives back.
- c. Participants will conquer the “to do” list and learn how to add reality to prioritization.

Session Outline: In this necessary life skill session, participants will learn that it is only with intention that we can tame the “to-do-list” monster.

- I. Introduction to session and topic
 - a. What does it mean to be productive?
 - b. Why is time not manageable?
- II. The Eisenhower Time Management Matrix
 - a. Urgent and Important
 - b. Not Urgent and Important
 - c. Urgent and Not Important
 - d. Not Urgent and Not Important
- III. Applying the Matrix
 - a. Eliminate imposed urgency
 - b. Eliminate perceived importance
- IV. Summary
 - a. Get your life back
 - b. Take a vacation

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Time: 9:00 am – 12:00 pm

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Rich George is the Founder of NOI Coach, a business coaching, consulting, and training firm based in Michigan and is the owner of Blue Door Apartments. A successful executive with over 30 years of experience, Rich brings a passion for employee development and culture building. Rich’s background includes the management of over 2.5 billion dollars of real-estate, and over 250 million dollars of capital re-investment. Known for his team building, culture changing, and leadership skills, Rich inspires audiences nationwide.