



P Squared Time Management Strategies Improves the Effectiveness of Houston-Based Hospital Personnel

There have probably been as many books and articles written about time management as almost any other subject in the personal and professional development field. Through our providing of a wide variety of training and development, we have learned one valuable lesson - time management is not a time management issue. Until a person develops better strategies based around what one wants to do with available time, time management is out of the question. *You can't manage time; you can only manage yourself and how you chose to spend your time.*

This class made a real difference in the attendees' quality of life, their overall sense of satisfaction. Attendees learned to better identify what they wanted to do with their time and then to set goals to manage themselves so that they get the most out of their time and accomplish what was important to them.

They learned how to develop time-conscious attitudes and how to implement techniques that allow more control of available time. In a very positive way, this literally changed their lives.

Almost everyone knows that you should prioritize your activities. Almost everyone knows that you should complete your urgent/ important/ critical tasks each day. Almost everyone knows that planning your day makes more sense than letting others do your planning for you. Everyone *knows*, but very few *do* ... Why? That's the reason this course was developed and why this class will make a real difference in your quality of life, your performance at work, and your overall sense of satisfaction.

One attendee noted over a year after the class: ***"Everyone that attended the P Squared Time Strategies training still actively uses the techniques learned in the class. We meet regularly to discuss and share accomplishments. And everyone has moved up in their job since attending the program."***