



How to do More with Less Time and Resources

This program is a step-by-step keynote on productivity and focus. What are the 5 most important things that you can do today to increase your productivity? How do you handle the increased workload and pressures of the current workplace? After attending this workshop, business owners will walk away with new techniques to manage their time through:

- > **Delegation,**
- > **Time blocking,**
- > **Prioritizing important vs. urgent tasks, and more!**

In the current economy, companies are cutting back, and Training is usually the first to go. Training professionals must meet more demands with less resources and tighter deadlines. We also must prove our worth to executive leadership by communicating Training initiatives not from a cost-center perspective, but from the perspective of being a profit-center.

What activity do you spend the most time on that does not impact your company's bottom line?

Which activities do you spend the most time on that do not impact your top 3 priorities?

When was the last time you only checked your email 3 times in one day?

CJ McClanahan is the Founder of reach**more**, a small business and executive coaching firm. While CJ developed a client base of over 200 of the most talented business owners in Indianapolis, he was also the first President of Rainmakers, past President of the Penrod Society, IBJ 'Top 40 Under 40' winner in 2006, a columnist for the IBJ, and host of the radio show Let's Talk Business on WXNT 1430AM.

To learn more about CJ please visit goreachmore.com or call **317 576-8492**.

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