



# Executive Blueprints

~ Blueprints for success ~

## AGENDA

### Time Management Workshop

February 14, 2006

9:00 a.m. – 4:30 p.m.

Laguna Cliffs Marriott Resort & Spa  
25135 Park Lantern  
Dana Point, California 92629

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<b>9:00 a.m. – 10:00 a.m.</b>	<b>Personal Time Management</b> Do the Big Things First What really matters to you Wheel of Life Balance Responsibility, Authority and Personal Fulfillment Time Tools	<i>Maggie Merante</i>
<b>10:00 a.m. – 11:00 a.m.</b>	<b>Reduce Stress</b> Organization is Decision, Choose your Next Office Seven Habits of Highly Effective People Planning Today for Tomorrow Don't need to know it if you know where to find it Breathing and Exercise, Take Two for You	<i>John Mehrmann</i>
<b>11:00 a.m. - noon</b>	<b>Confirmation and Affirmation</b> How does your time management affect others The Emotional and Mental Response Balanced Relaxation, the unselfish solution Personal Experiences and Realizations Third Person Reflection Technique	<i>Louis W. Mehrmann</i> <i>Maggie Merante</i>
<b>1:00 p.m. – 2:30 p.m.</b>	<b>Time Management at Work</b> Priority, Urgency and To Do Lists Patience, Courage and Wisdom to Change Planning and Preparation The personal checklist and private rewards Concentration and Distraction	<i>Louis W. Mehrmann</i>
<b>2:45 p.m. – 4:30 p.m.</b>	<b>Managers Managing Time for Groups</b> Organization and Cooperation Expectations, Goals and Commitments More Responsibility means More Time Listening The Balance of Responsibility and Authority Wheel of Leadership, Wheel of Management	<i>John Mehrmann</i>
<b>4:30 p.m. -</b>	<b>Wrap-up</b> Q&A Panel, Open Discussion * Private Consultation or Follow-up also available	<i>Panel</i>

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\* Note – Lunch and Parking are not included in admission to the Workshop, available for purchase from Marriott