Workshop Abstracts

Time Mastery for Financial Advisors

Time has become a very valuable commodity for professionals in Financial Services and most feel that they do not have enough time to do their jobs to their full potential. Those that learn to manage their time well will manage their results well. By learning how to focus on their "highest and best use of time" Financial Advisors can take their businesses to the next level more quickly and efficiently.

The Workshop
Time mastery is made up of several factors. In this workshop, we will focus on 12 of the factors that Financial Advisors need to master. These are:

- ✓ Improving Attitudes
- ✓ Setting Goals
- ✓ Establishing Priorities
- ✓ Analyzing
- ✓ Planning
- ✓ Scheduling
- ✓ Curbing Interruptions
- ✓ Improving Meetings
- ✓ Mastering Paperwork
- ✓ Delegation
- ✓ Conquering Procrastination
- ✓ Improving Time Teamwork

Participants will leave the session with specific techniques for maximizing their time and their results.

Optional assessment for an additional $33 per person
An optional addition to the course is to have participants take the Time Mastery Profile® in advance of the session. This instrument assesses individuals in these 12 areas of time management and creates a self-coaching guide that participants can continue to use after the session.

Contact information

For further information on these sessions feel free to contact us at Advantage Coaching & Training, Inc., 480 East Roosevelt Rd; Suite 105, West Chicago, IL, 60185; phone: (630) 293-0210 x 102; email: info@advantagecoaching.com.