

The Consulting Team

Facilitating Positive Change



Making Time and Priorities: Practical Tips

The Consulting Team's Mission: Facilitating positive change by increasing effectiveness of leaders, teams, and organizations through consulting, coaching, conflict mediation, and training.
Dr. Marilyn Manning, CEO

Partial Client List

Over 100 California Cities,
Special Districts, and Public
Agencies
Arthur J. Gallagher Insurance
California State University
System
California Water Service
Contra Costa County
Kaiser Permanente
Meyer Sound
Minami Tamaki, LLP
Attorneys
National Speakers Association
Pacific Cheese Company
Police Officers Standardized
Training (POST)
San Mateo County Sheriff
State Compensation Insurance
Fund
Stanford University
State of California
Social Security Administration
Synthetic Genomics

Are you forever rushing to beat the clock in completing your work on time? Do you feel you are sacrificing quality to meet your deadlines? Are meetings, phone calls, and e-mails keeping you from your urgent or essential tasks?

This training is designed to teach you proven strategies and techniques to manage your time and deliver what you promise.

You will become more efficient and effective in completing daily tasks, planning projects, managing meetings, and communicating.

The focus is on the task of time-management, using time-tested practices of time-management tools, prioritizing and strategizing everyday tasks, and communicating efficiently to develop a workplace that will run smoothly and with more efficiency.

Participants will develop skills in:

- Prioritizing and creating strategies for everyday functions and tasks
- Delivering high-quality products while meeting deadlines
- Written and verbal communication
- Managing meetings efficiently
- Time-management methods and habits

"I would recommend team's services to any organization seeking excellent facilitation and program development. They are by far the best I've worked with."

- Monica LaBossiere, HR Director, City of Saratoga

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