

The Ten P™ Planning System from Dr Craig Nathanson

Getting more out of your time and your life



About Craig:

Dr. Craig Nathanson is an Educator, Author, Speaker and Coach for mid-life adults. Dr. Nathanson is also a motivational speaker, The Vocational Coach™ for mid-life adults, and workshop leader working with companies on the development of their organizations and people. His current research focus is on humanistic management, leadership through coaching, and mid-life professional development.

Dr. Nathanson has written and published 5 books on work and mid-life development and management, including "The Best Manager: Getting better results through people". Dr. Nathanson's newest book "Joyful work in the second half of life: The five stages", accumulates 20 years of research in the intersection of work and mid-life.



"The day is of infinite length for him
who knows how to appreciate and use it"

... Goethe

The keys to time management the Ten P way are:

- **The big picture:** What are you trying to accomplish?
- **The process:** How will you align your big-picture goals with your monthly, weekly, and daily to-do lists?
- **The system:** What overall system drives your time management behavior?

Hint: When you have a good sense of your values and goals, and you are self-aware, you accomplish more.

The biggest mistakes people make with their time are:

- **Doing what we like and what we are good at instead of what is most important**
- **Doing more unplanned activities than planned activities**
- **Waiting until deadlines to get things done, thereby raising our stress levels**
- **Working on the squeaky wheel principle**
- **Separating personal and work time management activities**

Contact:

Dr. Craig Nathanson

P.O. Box 2823, Petaluma, Ca 94953

Phone: 707-774-6446

E-mail: craignathanson@gmail.com

Website: www.drcreignathanson.com

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This workshop will cover:

- How to step back and become more self-aware
- How to put a personal planning system in place
- How to implement planning tools and methods that work
- How to avoid the top 10 mistakes that we make with our time
- How to implement productive time management strategies that are meaningful and useful
- How to eliminate tasks that don't add value
- How to select the right software and/or materials for effective time management
- How to implement new strategies for effective leadership — and save time

Bonus: This workshop will show you how to reclaim 2 hours a day of productive time. That's 40 hours each month!!

"Next week there can't be any crisis. My schedule is already full."

... Henry Kissinger

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