

The Ten P™ Planning System from Craig Nathanson

Getting more out of your time and your life



About Craig:

Craig Nathanson is The Vocational Coach™....**speaker, author, professor and coach for mid-life adults.** Craig is dedicated to **guiding individuals to discover and experience their vocational passions in mid-life,** while making an income doing what they love!

Craig offers private coaching via skype and webcam, phone, in the office, retreats, and workshops worldwide.

Craig also offers personalized outplacement services, helping participants find more passion, meaning, and fulfillment in their work, and a more natural alignment of their abilities and interests.

Craig is the author of the books, *How to find the RIGHT work during challenging times: A new approach to your work and life after 40* and *P is for Perfect: Your Perfect Vocational Day.*



“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**

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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 top10 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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