

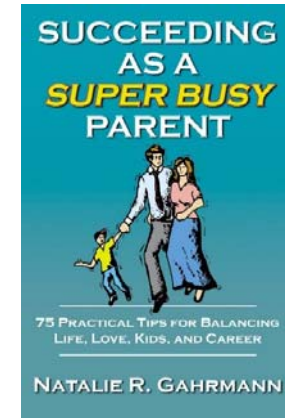
# Welcome!!



## *There's Too Much on My Plate:*

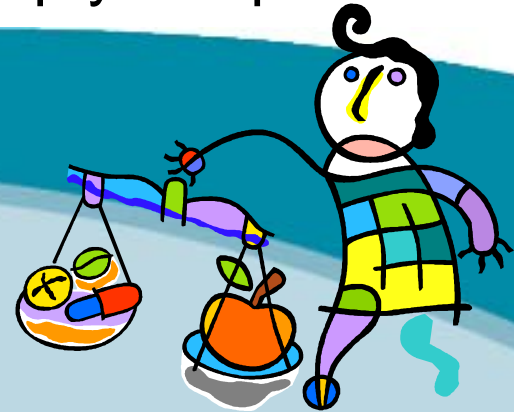
*Techniques for Managing More with Less*

# How Busy Are You??

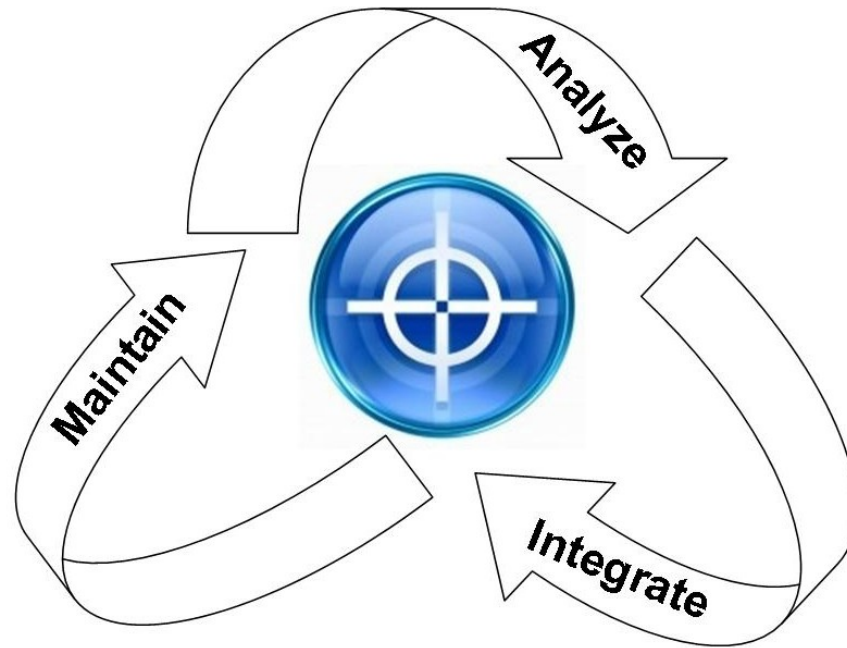


# Objectives

- ◉ Consciously assess all the things on your plate that you're working on, trying to do, and (barely) managing to get done.
- ◉ Understand and eliminate the blocks to better self-management.
- ◉ Learn how to turn-on-a-dime to reprioritize when unexpected challenges arise.
- ◉ Creating a viable plan to get and keep your “plate” under control.



# A.I.M.

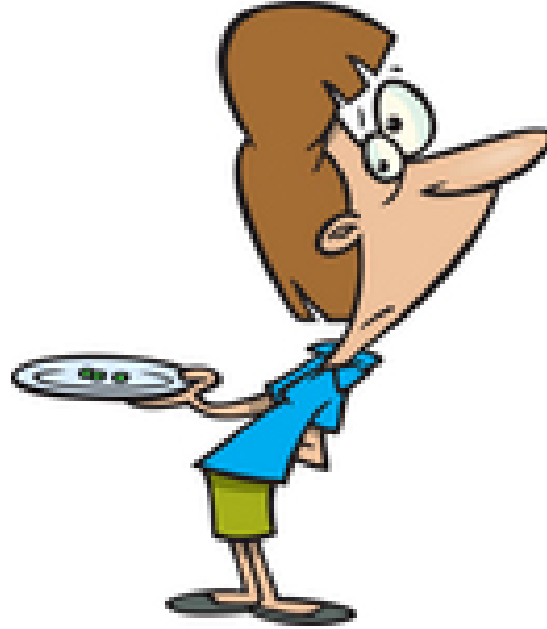


# ANALYZE



**Are you on  
Target?**

# *What's on YOUR plate??*

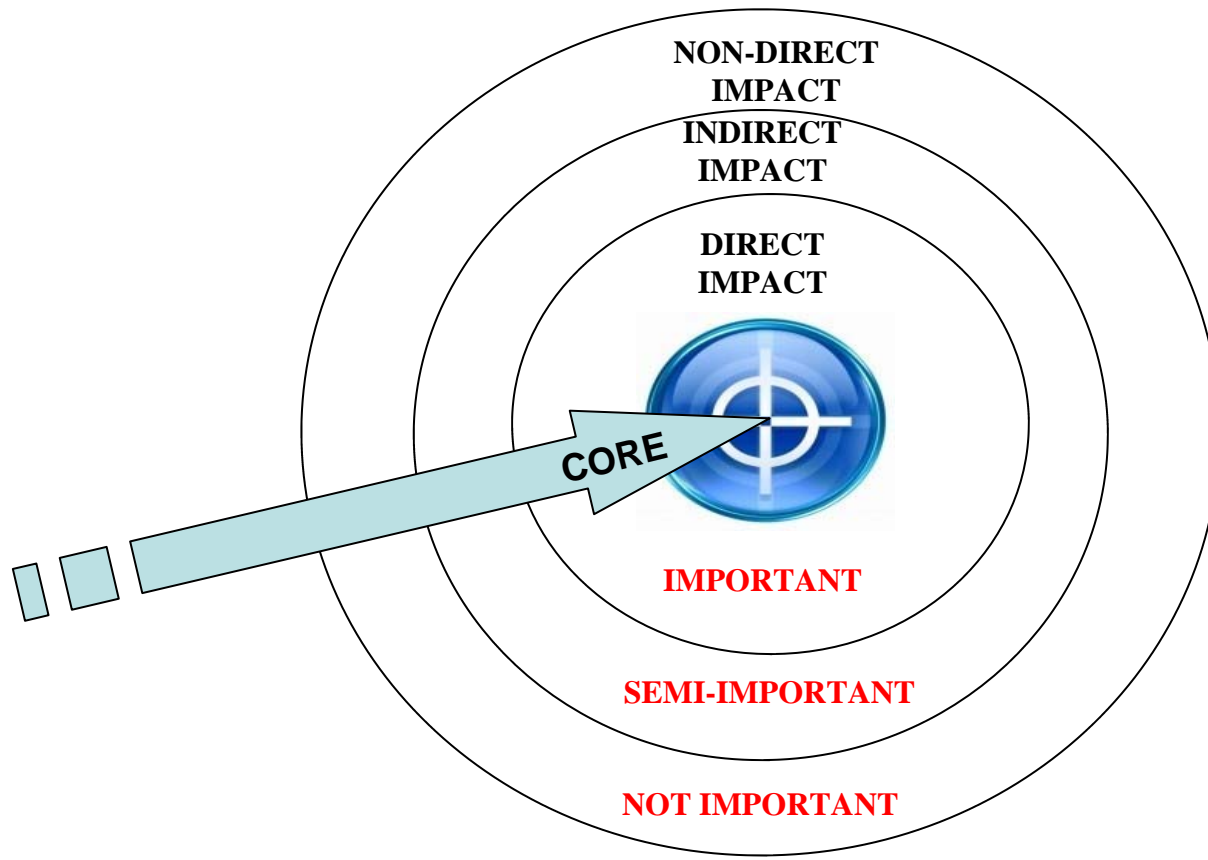




# **INTEGRATE**

**Know What  
You're Aiming  
For!**





# ***Categorize YOUR Plate***

**Main Entrees**



**Vegetables**

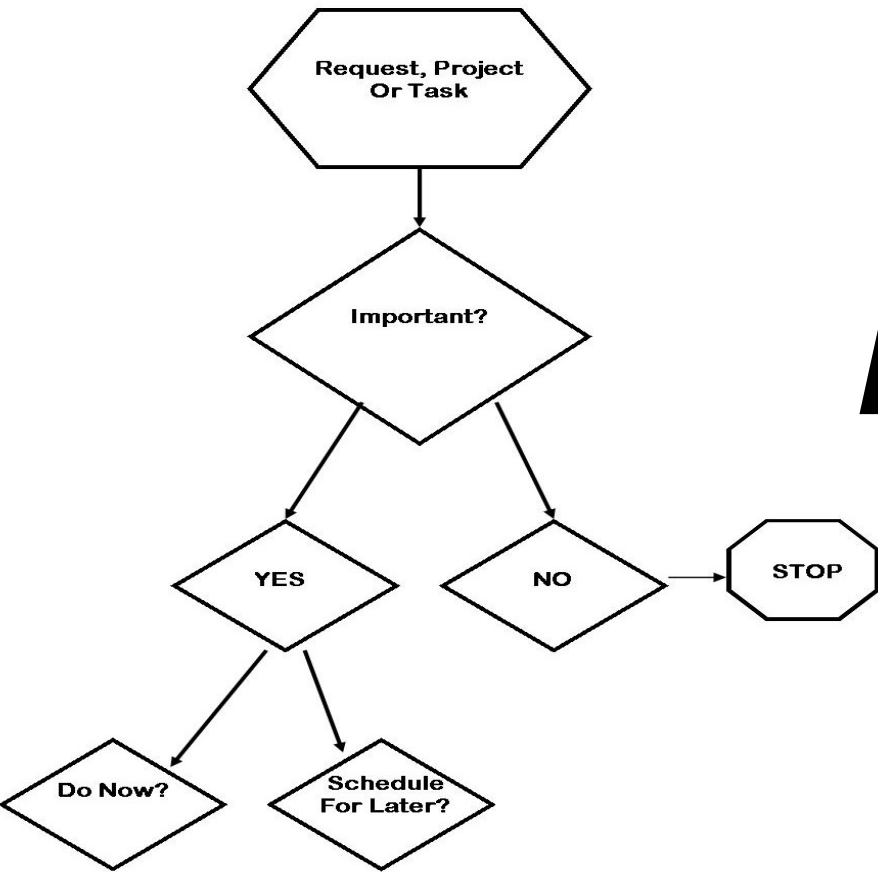
**Starches**



# **MAINTAIN**

**Ensure your  
Actions and Behaviors  
reflect what's meaningful  
to you!**

# *Decision Matrix*



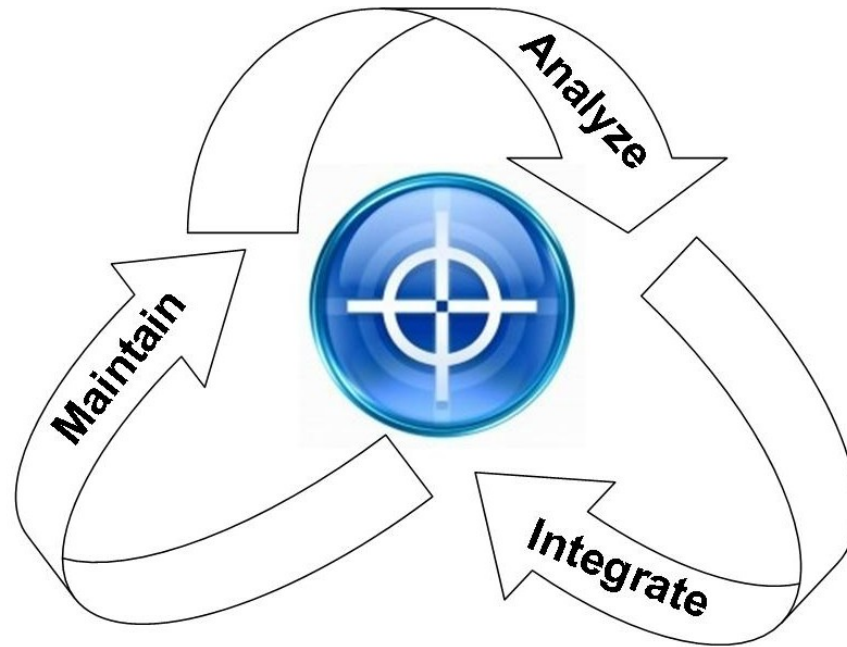
# *Keys to Saying “NO”*

- **Maintain eye contact**
- **Be firm & convincing**
- **Keep it simple & succinct**
- **Avoid excuses**
- **Practice, practice, practice**

*When NO is not an  
OPTION*

**What do YOU do?**

# ***A.I.M.***



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the **priority pro**

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# ***Key Points to Remember...***

- **Make conscious choices**
- **Be in control of your own life**
- **Practice assertiveness**
- **Do something different**
- **Organize & execute around YOUR priorities**