



Master Performance.  
Realize Results.



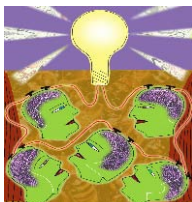
## GMP Mastery™ Coaching Workshop Description

The Fifth Commitment of Mastery: ***“We must be Cost – Effective and Competitive!”*** requires all managers to be able to effectively manage their valuable resources of time and money.

The priority and sequence in which managers perform tasks on an everyday basis has a profound effect on how much they accomplish. Most people have the capacity to manage their time better, and doing so makes the working day more productive.

Successful managers are also those who can understand how to use budgets as proactive tools for organizational and personal effectiveness and efficiency. This workshop will explore in depth how successful management of time and costs leads to improved performance and success.

You will be challenged to evaluate your effectiveness as a time manager and develop a specific and customized action plan for applying the workshop critical thinking and practice points to your organization.



# Managing Time and Costs

## Workshop Critical Thinking and Practice Points

### Understanding Time

- Analyzing Time
- Analyzing Use of Time
- Assessing Your Ability

### Planning for Success

- Analyzing Your Goals
- Working Out Priorities
- Assessing Work Patterns
- Using Time Planners
- Thinking Positively

### Making Instant Changes

- Clearing Your Office
- Filing Paperwork
- Working with Others
- Making & Taking Phone Calls
- Reading & Writing
- Holding Meetings
- Scheduling Time Off

### Managing Time of Others

- Communicating Well
- Delegating Effectively
- Managing Colleagues
- Managing Our Manager

### Understanding Budgeting

- What is a Budget?
- Why Budget?
- Budgeting & Business Strategy
- Managing the Budgeting Process
- Recognizing Potential Problems

### Preparing to Budget

- Tailoring a Budget
- Clarifying Objectives
- Standardizing a Budget
- Reviewing Our Systems

### Writing a Budget

- Anticipating Revenues
- Estimating Expenditures
- Understanding and Minimizing Costs
- Understanding Capital Budgets
- Producing Cash Budgets
- Consolidating Budgets
- Finalizing a Budget

### Monitoring a Budget

- Analyzing Discrepancies
- Monitoring Variances
- Analyzing Budget Errors
- Making Adjustments
- Recognizing Behavioral Problems
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