

**We all start the day with same amount of time. Although, some days it seems as though we don't get enough! This program can help you understand and manage the activities in your life that you choose to spend your time "allowance" on.**

*"Today my people are happy and efficiently trained through the Acoat program. Best of all, I'm spending a lot less time at the shop. Where I used to work 6 or 7 days a week, I now work around 35 hours."*

*(Mike) David L. Roberts, Jr.  
President  
Mike's Auto Body  
Waldorf, MD*

## ACTIVITY MANAGEMENT - *Time for a Change*

*(4 hours)*

### Target Audience

CSR, Estimator, Office Manager, Parts Manager, Production Manager, Marketing, General Manager, and Owner

### Are You Experiencing:

- Missed deadlines
- Unmet promises and goals
- Backlog of work
- Too much work, not enough time
- Competing priorities
- Lack of effective scheduling
- Unplanned interruptions
- Lack of goal-setting procedure
- Work life taking over your personal life
- Stress from all of the above

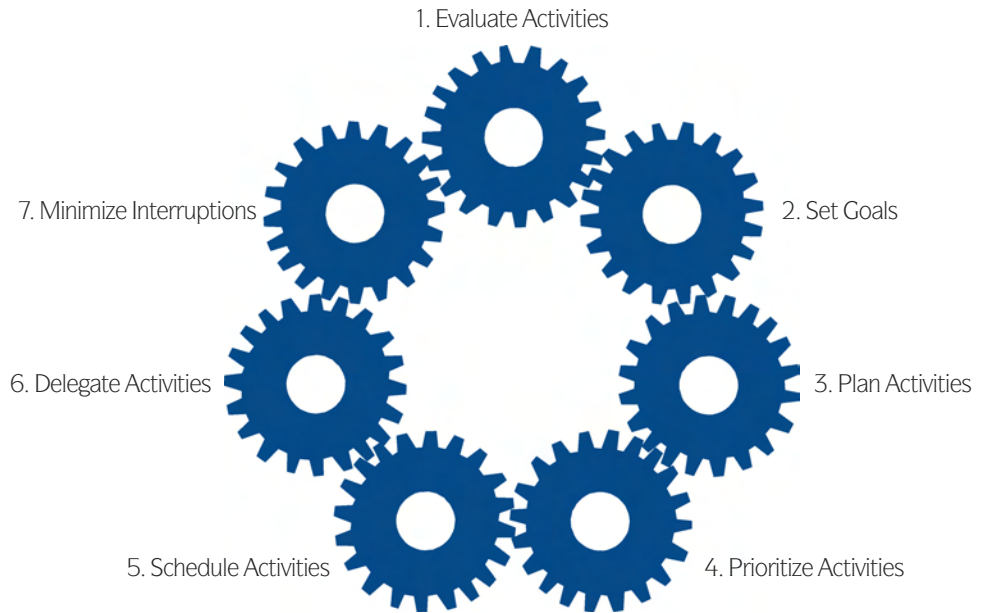
### This Course Will Provide:

- Increased focus on Activity Management as opposed to Time Management
- Process for evaluating activities
- Process for goal setting
- Process for planning activities
- Process for prioritizing activities
- Process for scheduling activities
- Process for delegating activities
- Process for minimizing interruptions

Employees all over the globe, representing every conceivable profession, are faced with a common adversary – the clock. We all seem to have more things to do than we have time to do them. Almost everyone has proclaimed what they will do one day when they have more time. We're all guilty of ignoring the vicious truth that we will never have more time than we do right now. It doesn't matter how you break it down, we all get the same amount of time every day - 24 hours; 1440 minutes; 86,400 seconds. The simple truth is that we don't need more time and we don't need better time management, we need better activity management!



**Activity Management Process**



**Investment Analysis\***

**Activity Management - Time for a Change**

**Assumptions**

Current Sales (Monthly)	\$100,000
Current Efficiency	150%
Current Gross Profit Margin	39%
Current Overhead Expense to Sales	28%

**Profit Drivers**

**Service Impact**

**Monthly Profit Change**

Sales	N/A	\$0.00
Efficiency**	1.0%	\$260.00
Direct Cost (as a % of sales)	N/A	\$0.00
Overhead Expense (as a % of sales)	N/A	\$0.00
<i>Total</i>		<i>\$260.00</i>

**Investment**

Service Cost	\$0.00
Salary & Benefits (training)	\$150.00
Travel	\$100.00
Salary & Benefits (implementation)	\$300.00
Other Implementation Costs	\$100.00
<i>Total</i>	<i>\$650.00</i>

**Your Potential Return on Investment**

Annual Operating Income Improvement	\$3,120.00
Investment	\$650.00
Return on Investment (\$)	\$2,470.00
Return on Investment (%)	380%
Investment Breakeven in Business Days	52.5



\* This analysis is not a financial guarantee. It assumes proper and complete implementation of concepts and recommendations offered.  
 \*\* Profit improvement from an increase in efficiency is expressed through an increase in sales.