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Time Management for

Event Planners Judy Allen, 2009-12-09 Event planning never stops This industry goes 24 7 365 days a year Planners work evenings weekends and holidays often far away from their home base organizing and running events that simply must go on and go smoothly Missing a critical deadline is not an option in the event planning field Time management errors can cost a company a potential sale lose them an existing customer and damage their professional reputation Burnout and chaos are real risks in this hectic world of deadlines and multiple projects Planners often find themselves working down to the wire against crushing deadlines and a mountain of obstacles that impede their progress Too frequently there is not enough time to get the job done properly let alone to spend on personal or professional pursuits And for many involved in the event planning field there is the extra dimension of travel to factor in juggling multiple projects on a daily basis across a multitude of time zones For smooth event implementation and for business success it is essential that planners know how to manage their own time as well as they manage an event Time Management for Event Planners teaches readers how to successfully manage their workload and do what matters most when it matters most Analyze and prioritize tasks Structure your workload and your day for maximum performance Identify red flag activities that hinder productivity Reduce stress producing time crunches Identify when extra help is needed as well as how to delegate outsource and even partner with suppliers in crunch periods Work with rather than against deadlines Save time using technology Manage multiple projects even in multiple time zones Balance your personal and professional life Whether you are an event planner a hospitality professional in public relations or other related fields Time Management for Event Planners offers time saving tips techniques examples and expert insight that will help you get time on your side

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excellent reference for future use Each skill is presented on two facing pages with the step by step instructions on the left page and large screen illustrations on the right Preface **Time** Briton Hadden, Henry R. Luce, 1955 **Michigan Planner**, 1999 *Professional Builder*, 1997 A City Plan for Half-a-million Population McCrary, Culley and Carhart, landscape architects, 1924 **Personal Finance** Bernard J. Winger, Ralph R. Frasca, 2006 The treatment of vertical intra brand restraints is one of the most controversial issues of contemporary competition law and policy and there are substantial differences between the world's two leading regimes in this regard In the US resale price fixing merits an effects analysis while in the EU it is prohibited outright Likewise territorial protection is treated laxly in the US while in the EU absolute territorial protection due to the single market imperative is chased with fire and sword

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