



## Managing Your **Time**

**The problem:** Shorter deadlines, competing priorities, endless meetings, interruptions, higher expectations - and still only 24 hours in a day.

**The solution:** Learn to make the best use of the time you have!

This seminar gives you practical, everyday skills and ideas that assess and improve time management. First, you complete an individual time management profile that assesses your areas of strength and weakness. Armed with this knowledge, we explore:

- Your attitudes about time
- Analyzing how you use time
- Setting goals and priorities
- Planning and scheduling
- How to handle interruptions
- Making meetings shorter, but more effective
- Managing paperwork
- Delegating effectively
- Eliminating procrastination
- Time teamwork

### **4-hour Session:**

- Improve proficiency levels in twelve key areas of time management
- Learn new strategies to boost personal and professional effectiveness
- Increase clarity regarding goals and how to achieve them

If you find yourself with more to do and less time to do it, this seminar is for you. You'll find it's definitely time well spent!

**Call today for more information about these exciting programs!**  
**800.577.4293**

*These sessions also offered in Spanish.*