

Dale Carnegie Course

# Time Management Complimentary Workshop

Присъствени

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## Какво ще научите

In this workshop, you'll discover where you actually spend your time. With a clear picture of where time gets lost, you can see where you can improve. You'll review specific tools and approaches to help you stay on target, increase productivity, and get better results in work and in life.

## Защо бихте искали да го научите

The two major keys to time management are; understanding where time is spent, and focusing efforts on issues with higher levels of importance. You can avoid the tyranny of the urgent by evaluating your activities and applying five proven time management approaches.

## Как ще ви помогне