

Leadership Training

Time Management

In-Person

Understanding how your time is spent and focusing your efforts on the most critical issues are the two most important elements of effective time management. By applying five proven time management approaches, you'll never fear the word deadline again!

What You'll Learn

Understand how your time is spent. Overcome time management obstacles and work more efficiently. Apply tools to plan, organize and manage your time. Leverage time and increase productivity, working smarter, not harder.

Why you want to learn it

Once you have a clear picture of how your time is lost, you'll have a better idea of how to adjust your routine.

How it will help you

You will be given specific tools and methods that help people stay focused, reduce procrastination and empower you to reach your goals — on time!