

Leadership Training

Time Management: Organize and Prioritize to Increase Your Productivity

In-Person

Time Management: Focus and Discipline

What You'll Learn

At the completion of this module, participants will be able to:

- Develop the mindset to overcome time management obstacles and work more efficiently
- Apply tools to plan, organize, and manage our time
- Organize for results
- Organize and prioritize using the Past-Present-Future model
- Organize our schedules, work, and lives

Why you want to learn it

Can't ever seem to get a handle on the endless flow of emails, texts, meetings and conflicting priorities between your job and life? It doesn't need to be that way!

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!!