

Liderazgo

# Time Management: Organize and Prioritize to Increase Your Productivity

Presencial

Time Management: Focus and Dicipline

## Lo que aprenderás

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

## Por qué lo deseas aprender

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!

## Cómo te ayudará

You will be given specific tools and methods that help people stay focused, reduce procrastination and empower you to reach your goals ON "TIME!!