

リーダーシップ

# Time Management: Organize & Prioritize to Increase Your Productivity Workshop

個人向け

Time escapes minute by minute and hour by hour. Everyone has the same amount of time: 24 hours, which is just 1,440 minutes per day.

## コースの特徴

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.

## コースの狙い

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.

## 期待できる効果

Will help you increase productivity by working smarter, not harder.