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The Pillars of Time Management

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Do you ever feel lost in the constant flow of information, responsibilities, and expectations? Take control of your time and focus on results, not tasks. Eliminate time wasters, and establish healthy, long-term, productive habits that help you make the most of your time every day. It's no secret that successful people are those who have learned to control their days — instead of letting interruptions, paper chases, and the phone control them.

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In this program, you'll discover where you actually spend your time and learn the 5 components of effective time management. Understand why you procrastinate and how to conquer it and increase productivity. Apply tools to plan, organize and manage your time and deal with stress by working smarter instead of harder.

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We all feel the weight of our endless to-do list, and so little time to do it all. If you want to feel less stressed and frazzled, this course is for you! With time wasters out of the way, you'll be able to get to the high priority projects you never seem to have time for.

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You'll get more done and be more valuable within your organization. Feel more confident, less pressured, and more productive as you begin to overcome obstacles and see results. Time management training will help increase productivity, reduce stress, and improve results.