

MAKING THE TIME TO MANAGE YOUR TIME

Program Description

Overview:

Managers are interrupted an average of 11-14 times per day. As managers, we all face a daily dilemma - too much to do and not enough time to do it. We must make tough choices every day about what to do and what not to do. In this program, you will learn how to take control, delegate, and prioritize so you can get more out of your time and your life!

Objectives:

As a result of this program, participants should be able to:

- Assess your current time and priority management ability.
- Focus on the things most important to you and/or the organization.
- Increase your productivity.
- Get more done with less stress.

Length: Workshop: 3-4 Hours