

# MAKING THE TIME TO MANAGE YOUR TIME

## *Program Description*

### Overview:

We all face a daily dilemma - too much to do and not enough time to do it. Time management is about how we resolve that dilemma. 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 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.
- Increase your productivity.
- Get more done at work and at home with less stress.

Length:      Workshop: 3-4 Hours