

# TIME MANAGEMENT

## WHEN

Monday, November 16  
and 23 (2 session  
series)

Time: 1:30–3 PM

Time cannot be changed. No matter what we do, there are 24 hours in every day. But we can use the time we have to work most effectively towards our goals. This workshop focuses on managing your own interests, actions and standards so you end your day/week/month feeling productive and satisfied.

## COURSE FEATURES

- Get clarity on what you really want to accomplish
- Gain better work-life balance through new approaches to time management
- Optimize productivity through more effective planning, goal setting and prioritizing
- Identify typical time wasters in your day and create solutions to overcome them
- Plan your day to accomplish what is important
- Understand how technology affects your ability to get things done
- Learn how to plan your day, week and month
- Accomplish short and long term goals using the SMART Approach