



Managing Your Time and Priorities

Do you feel like you are doing the job of 6 or more people? That's because you probably are! We're being asked to complete more tasks, juggle more deadlines, and manage more people, yet in the same amount of time. This workshop is for busy people who have no time to waste. Learn organizational skills to help you take control of your time, focus on the right things, and be more productive.

You'll learn how to:

- Decide and prioritize what is important
- Use planning to achieve more of what you want
- Prioritize important tasks over urgent tasks
- Schedule time for high-payoff, results-oriented activities every day
- Set "real" work goals
- Reduce time wasters that keep you from accomplishing your daily plan

Who Will Benefit?

This is the seminar for all levels—the busy manager, supervisor or administrative person who needs to successfully juggle multiple priorities and get more done.

Act Now!

Career success depends on your ability to get the right things done—on time and with the best results. In this course, you'll learn proven techniques and strategies for staying on top of your demanding schedule. Book this course today by calling **1-877-400-8647**.