



Managing Your Time

Create time and take control of your day by learning the fundamentals of time management. Learn to identify and control time wasters for yourself and those you manage. This workshop focuses on identifying your goals and values, prioritizing those in your schedule and then accomplishing your tasks. Learn how to design the system that is right for you using technology or pen and paper.

Key Benefits of This Course

- Discover the Value of Time
- Identify Time Wasters and Take Control of Your Day
- Learn the Goal Setting Process to Set Both Personal and Professional Goals
- Manage Interruptions and Get the Most Out of Your Meetings
- Create your Own Customized Time Management System
- Managing Electronic Files, e-mails and Calendars

This will be a very fun, interactive and hands-on course. Questions, examples and group discussions will be an integral part of learning during this session. Worksheets, a time management action plan and other resources will be provided to all participants.

BOOK NOW

2.5-4 hour session
In Person or Online

For more info, contact Jeanne Dau at: (217) 549-2564
or at daucsonsluting@gmail.com
www.dauconsultingservices.com