

Join us for a hands-on and informative session on

Time Management

Multiple Dates Available!

To Register:

Go to Training Seminars and Workshops via Pipeline, Today!

Time Management Techniques

- Identify the advantages of time management
- Determine who is in control of their time
- Share best practices for managing tasks

Scheduling & Prioritization

- Self-assessment of your daily schedule
- Create a realistic and productive schedule
- Learn about and apply the ABCDE method

Time Wasters

- Identify ways to deal with distractions and interruptions
- Learn strategies to break procrastination habits

The Time Matrix

- Identify the four quadrants
- Determine which quadrants comprise the majority of their day
- Discuss how to manage time more effectively and 'Stay North'

