

Mosaïque Consulting LLC

Time Management: *Taking Control of Your Time & Your Job!*

Managing your time effectively is the key to increasing your productivity by focusing on those priorities that give you the biggest bang for the buck! Ask yourself...

Do you procrastinate?

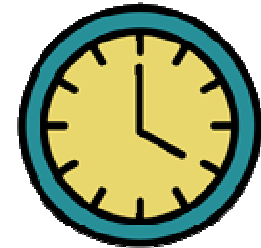
Do you find yourself saying, 'better late than never?'

Do you wish you were more organized?

Time. There's never enough of it. We all have meetings to attend, phone calls to return, reports to compile, and presentations to prepare. The workday gets longer, and so does your to-do list. You will leave this workshop ready to take control of your time on the job, so that there is more time for y-o-u!

Workshop Objectives:

- Identify the importance of using time management skills
- Set and accomplish SMART goals
- Implement a process for prioritizing work
- Recognize and learn to manage time wasters
- Manage interruptions and distractions
- Master the art of delegation



Target Audience:

- Employees, Team Members, Supervisors, and Managers

Course Length:

- 3 – 4 hours

"Time lost is never found again." - Benjamin Franklin