



Maximizing Your Day: Effective Time Management



September

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If time management is so easy to accomplish on one's own, then why do we feel so overwhelmed? Time management is a learned skill. It requires self-discipline and a desire to become conscious of how personal daily activities are managed. It is important to learn to prioritize important events and explore the role of delegation and communicating delegation requests with others.

This session will provide a basic explanation of the time management process and the characteristics of effective time managers.

Your Employee Assistance Program can help you with time management any time, 24/7.