



## Time Management Workshops

If you've ever felt there just aren't enough hours in the day, you've come to right place. This Time Management program will show you how to focus your activities on the things most important to you. You will learn how to create a schedule that allows you to tap into the most important time of your life, the present moment.

### >> You will learn:

1. How to create a schedule based on your priorities
2. How to minimize interruptions that get you off track
3. How to differentiate between activity and accomplishment
4. How to accomplish your goals and be available for others

By the end of this seminar you will have learned the skills to make the most of your day so you can get more done AND have time left over to enjoy your accomplishments.

### Client Buzz

"Awesome class! I am anxious to start using the time management techniques discussed in class. It will assist me in hitting that keystone goal!"

- Tom Gennese, Wells Fargo Home Mortgage

"Came in expecting to get something on time management – got more than I expected."

- Bruce Degarmo, JP Cullen

"Thank you for your enthusiastic approach to teaching. Everything that we went over will be beneficial to my career and person life, especially the goal setting and time management."

- Rebecca Robinson, Wells Fargo Home Mortgage

