



Time Management Techniques

Tuesday, October 28, 2014

1:00 p.m. – 4:00 p.m.

Location: Hattie Mae White ESC
4400 West 18th Street

Contact Info:
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Everyone has a different work style – some are early-to-work types, others are more productive by staying late; some thrive in a team environment, while others work better when they tackle a task on their own. The same is true for time management – there is no one-size-fits-all solution for maximizing the time you spend at work. This workshop will cover:

- How different time management challenges affect people differently
- Identifying unique barriers to getting tasks done on time
- Practical strategies to overcome individual challenges so you can get more accomplished during your work day.

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