



Time Management: Your Way Workshop



Deadlines and too much to do are a major source of stress and frustration. By learning to more effectively manage your time and your priorities, it is possible to reduce the frustration and enjoy the larger context of your work and your life. Come have some fun in a hands-on and practical approach to time management.

Effective time management is different for everyone, because everyone has different priorities and ways of working. This course will address many different methods and styles. Strategies and ideas for managing your time will be discussed. Come prepared to discuss your time management challenges.

You will learn how to:

- Better manage your time
- Use techniques to effectively manage your time
- Map your priorities to your daily, weekly and monthly time management goals
- Understand your own personal time management style
- Learn from each other

You will benefit by:

- Experiencing reduced stress and frustration
- Freeing time to focus on what is important
- Knowing your personal style more completely in order to continue to improve
- Learn new techniques and tricks you can apply immediately

These are more than just trainings. It's your results, your way.

We start with where you are now and what is needed to bring results.

The trainings are interactive, current, fun and relevant to your business, or team, or life.

Combine two or more sessions together to create your own Training Program.

What clients are saying:

"It was well worth the time. Star gave a great presentation and I walked away feeling empowered and inspired to do my best to get this time management issue under control - and she gives a broad spectrum of advice, not just her opinion of what works for her, noting everyone has a different method that works for them. Other books I've read are quite linear and just haven't worked for me in the long run, she is the first person I have ever heard talk about tools for those of us who are visual and scattered. I am very excited to look into some of these new tools."

Leslie Cosgrove, Web Developer