



# Managing Your...Self!

**The problem:** Shorter deadlines, competing priorities, endless meetings, interruptions, higher expectations - and still only 24 hours in a day.

**The solution:** Learn to make the best use of the time you have!

Learn new (and tried & true) strategies to boost personal and professional effectiveness in this tool packed seminar. If you find yourself with more to do and less time to do it, this seminar is for you. You'll find it's definitely time well spent!

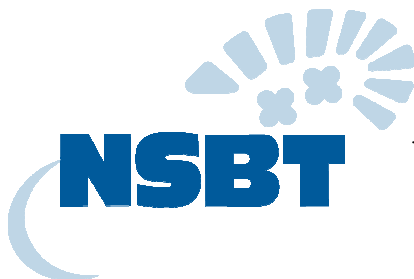
This seminar gives you practical, everyday skills and ideas that assess and improve time management. In this session, we explore:

- Analyzing how you use time
- Setting goals and priorities
- Planning and scheduling
- How to handle interruptions
- Managing/facilitating meetings
- Delegating effectively
- Time teamwork

Session can be run in 1-2 hour segments.

**Contact us today to see how we can  
customize this session for you!**

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