



# Time Management: An Urban Legend

Time management is an urban legend, a wives tale – it doesn't exist. Or, does it?

Is it possible get more done in less time? Can one manage time? Can you take the spare time you had five years ago, put it in a bottle and save it until the next time your hair is on fire? Of course not!

Learn instead how to manage your activities and how to respond to the events around you. Establish priorities. Set and achieve your goals. Take proactive control of your time. Overcome time wasters and procrastination. Regardless of your position at your company or organization, learn to get more done in less time and increase your chance of success in every area of your life. Following the advice in this course will help increase your productivity and assist you in achieving your goals and dreams!



## WHAT YOU WILL COVER:

- ★ Overcoming procrastination
- ★ Managing time effectively with time management skills
- ★ Accomplishing important tasks
- ★ Creating and using “to do” lists effectively
- ★ Enhancing your organizational skills
- ★ Goal setting strategies
- ★ How to use an urgent/important matrix to prioritize projects
- ★ How to meet deadlines consistently
- ★ What you need to communicate with your team to accomplish your objectives

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