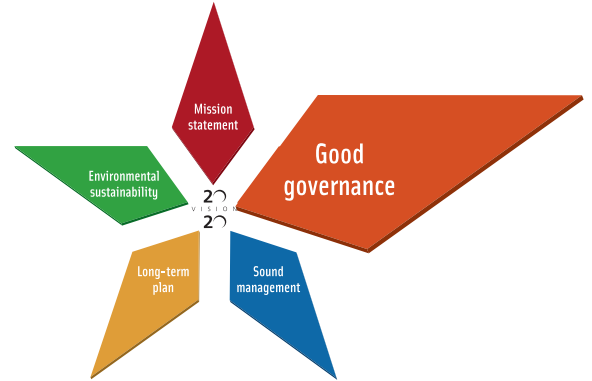




GOVERNANCE



Making the Most of Your Time: Effective Time Management

The world seems to be speeding up. How do we keep things straight? It's hard to know what takes priority. Managing your time has become more important than ever. Consider applying some of the best tried and true best practices for optimum time management in your busy day.

This workshop covers the following:

- principles of time management
- planning your time and energy
- strategies for effective time management
- managing timelines with projects and initiatives

Duration:
**Half Day
Workshop**

Date: _____

Time: _____

Location: _____