

Time Management

The Issue:

It seems that there are not enough hours in the day to get everything done, especially with fewer employees. With a reduced workforce and more responsibilities, the tasks keep coming. As a result, problems are often created, such as:

- Overworked employees
- Fatigue
- Frustration
- Poor performance
- Stress

The Solution:

Time management skills are the simple and practical techniques that have helped leaders manage time, improve productivity, and balance work and life.

Benefits:

- Become more effective
- Focus on activities with the best returns
- Work smarter
- Reduce stress

Time Management Activities:

- Prioritize
- Rule Procrastination
- Goal Setting
- Urgent Matrix

Who Should Attend:

- Managers
- Employees
- Everyone



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