

MANAGING YOUR TIME

Making the Best Use of Your Day



September 2019

SUPPORT FOR EVERYDAY ISSUES. EVERY DAY.

Become a more effective time manager through planning, organization and prioritizing. Access to professional guidance can help you evaluate your strengths, weaknesses and work habits to develop a better time management strategy that works for you.

This program provides confidential counseling, resources and referrals for better time management at work and home.

WEBINAR

Maximizing Your Day:
Effective Time Management
Available on September 17. Located in the Online Seminars Section Found Under 'News for You'

This session will provide a basic explanation of the process for time management and the characteristics of effective time managers.



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