

Effective Time Management

Where did the day go? Why is the answer so elusive? How can we take control of our time? It may be time to admit that everything will not get done. There is more information available than any of us can process! The frustration is evident all around. And yet we need to drive results. Join Lisa and Dave to discover effective and actionable time management techniques that you can apply immediately.

The following topics will be covered in this session:

- OPA! Organize, Prioritize, Actualize
- Personal time management (prioritization)
- Managing conflicting priorities
- Helping others with time management
- Tips for taking control of your time
- Why is active listening relevant to time management?
- The importance of being on time!

Learning Objectives:

1. Learn to holistically manage priorities
2. Understand the importance of taking control of your time
3. Be able to enable others to effectively manage their time