

Time & Priority Management

Are you losing focus and feeling stressed out? Can't seem to find time to do everything each day? This powerful course will show you how to manage your day, maximize your time, and achieve measurable results. Don't waste another minute!

In just 1 day...

- Top tips for finding more time, organizing your day, and staying in control.
- Learn how to let people know when you're busy.
- Find out why setting goals is so important.
- Yes – you can plan for the unexpected.
- Techniques for screening phone calls and voicemail tips.
- Stop procrastinating and start getting ahead.

Course Modules

1. **Where Does The Day Go?**
2. **Highest Priorities**
3. **Communication Skills**
4. **Technology**
5. **What's Important?**

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