



Mastering the Art of Time Management



Presented by the Susquehanna Workforce Innovation Partnership • wioapartners.com

- What:** **Mastering the Art of Time Management Training Workshop, Two Sessions**
- Where:** Virtual Workshop, register to receive login credentials
- When:** April 19, 2024, 9:30 AM–Noon
April 26, 2024, 1–3:30 PM
- Register:** <https://form.jotform.com/223354747711154>

Description: Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done, but often falling short.

In this two-session workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Specific learning objectives include:

- Better organizing yourself and your workspace for peak efficiency.
- Understanding the importance of, and the most useful techniques for, setting and achieving goals.
- How to plan and schedule your time efficiently.
- Learning what to delegate and how to delegate well.
- Taking control of things that can derail your workplace productivity.
- Learning how to manage your workload.

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