



MAKING TIME

A day-planner is essential to *effective* planning. Whether you pen it, keep it on your phone, or computer. Time management is an ongoing issue in the workplace. Being productive requires you to manage your time effectively and efficiently. The first step to physically managing your time is to know where it's going now and planning how you're going to spend your time in the future. A software program, such as Outlook, for instance, lets you schedule events easily and can be set to remind you of events in advance, making your time management easier. Writing things down in a planner is also a way for you to actually 'see' what there is to do as well as you writing it into your memory.

The one-day *FOCUS* workshop teaches productivity skills integrated with a powerful planning system to help participants clarify, focus on, and execute the highest priorities-personally and professionally. It will seem like you're making time.

Workshop Date: January 9, 2009

[Start your new year right with effective time management tools](#)

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