



Time Management

We all want greater control over our time, work style, and responsibilities. This presentation will teach participants how to gain more control of their schedules, conquer procrastination, eliminate time wasters, and develop timesaving systems to use at work and at home.

Program Objectives:

- *Make the most of your time.*
- *Learn a systematic approach to time management.*
- *Achieve goals with fewer meetings or discussions.*
- *Take less time to accomplish more*

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Coastline EAP provides confidential assistance to you and your family members.