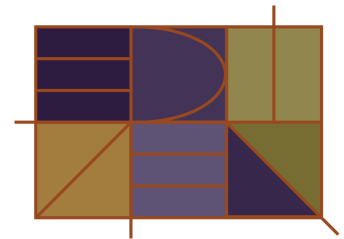




Mastering the Art of Business through Workforce Training



EDIZEN

Workshop **Time Management**

Summary Employees at every stage of their careers and at all levels of an organization can struggle with time management. Today's workplace requires efficiency and high productivity. The most efficient employees concentrate their efforts on the tasks that matter most. Others may be overwhelmed and unable to divide work into small and more manageable tasks. This experiential, interactive, workshop will help participants to identify goals, prioritize tasks, and identify time wasting activities. By learning to schedule efficiently, prioritize tasks, minimize distractions and avoid procrastination, participants learn to work smarter, not harder.

Format Half day to full day workshop

Target Audience Employees at all levels

- Topics Covered and Learning Objectives**
- Prioritizing tasks
 - Identifying time wasters
 - Overcoming procrastination
 - Beating destructive work habits
 - Scheduling efficiently
 - Setting goals

Edizen's experienced facilitators consistently receive the highest evaluations for delivering workshops that are interactive and meaningful.

Contact Edizen today

to learn more about how we can help you and your organization meet your goals.

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