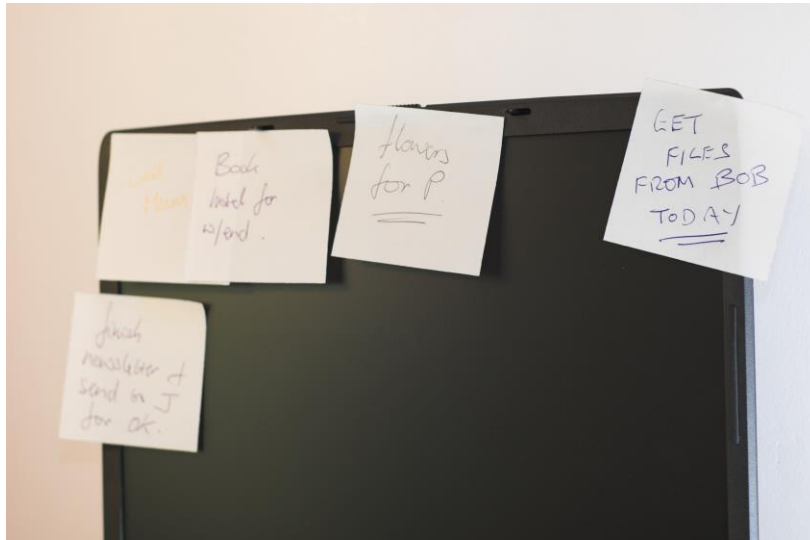


Time Management



Upon completion of this workshop participants will be able to understand and use techniques that will make them much more effective in managing their time.

The topics covered would be:

- How to decide on important goals
- How to plan to complete important goals
- How to separate high from low pay off activities
- How to build effective "To Do" lists
- How to make the best use of "free" time
- How to delegate (up and down)
- How to avoid "C" pitfalls
- How to manage large tasks
- Overcoming fear, procrastination, escapes, and interruptions...

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