

Time Management

Presented
By
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Program Agenda

9:00	Introduction	Slides # 1, 2 & 3
9:10	Managing Yourself <i>Handout # 1</i>	Slide # 4
9:15	Using your time?	Slides # 5 & 6
9:30	Time Wasters	Slides # 7 & 8
9:45	Work Smarter	Slides # 9 & 10
10:00-10:15	Break	
10:15	Group Activity	
10:30	Alignment <i>Handout # 2</i>	Slide # 11
10:40	To Do List <i>Handout # 3</i>	Slides # 12, 13 & 14
11:00 – 11:15	Break	
11:15	Know Yourself	Slide # 15
11:25	Say NO	Slide # 16
11:30	Reward Yourself	Slide # 17
11:40	Summary	Slides # 14 & 15
11:45	Questions & Answers Evaluations	
12:00	Dismiss	