

Heart-Centered Programs

Empower - Energize - Enhance

Putting **Heart** back into your life

Time Management

Overview/Description

There are only so many hours in the day and most of us have more on our plate than time to complete. This workshop is designed to help you prioritize your day and tasks, be better organized and to provide you useful tips and strategies to maximize your time and make the most of every day.

Ideal Audience

Anyone who constantly feels crunched for time!

Expected Duration

1 hour, 2 hour, or Half-Day Session

Workshop Objectives

At the conclusion of this workshop, you will be able to:

- Identify Time Wasters
- Learn how to say 'No' to non-essentials
- Prioritize and organize your schedule
- Managing Interruptions & Disruptions
- Tools and techniques
- Multitasking for optimal results
- Cultivate more joy in your day

"Your greatest resource is your time."

- Brian Tracy

"Time = life; therefore, waste your time, waste your life, or master your time, master your life."

Alan Lakein

Ellen Contente, M.A., RScP

Certified Trainer, Licensed Practitioner
Work/Life Balance Coach

<http://www.heartcenteredprograms.com>

818-983-1853

ellen@heartcenteredprograms.com