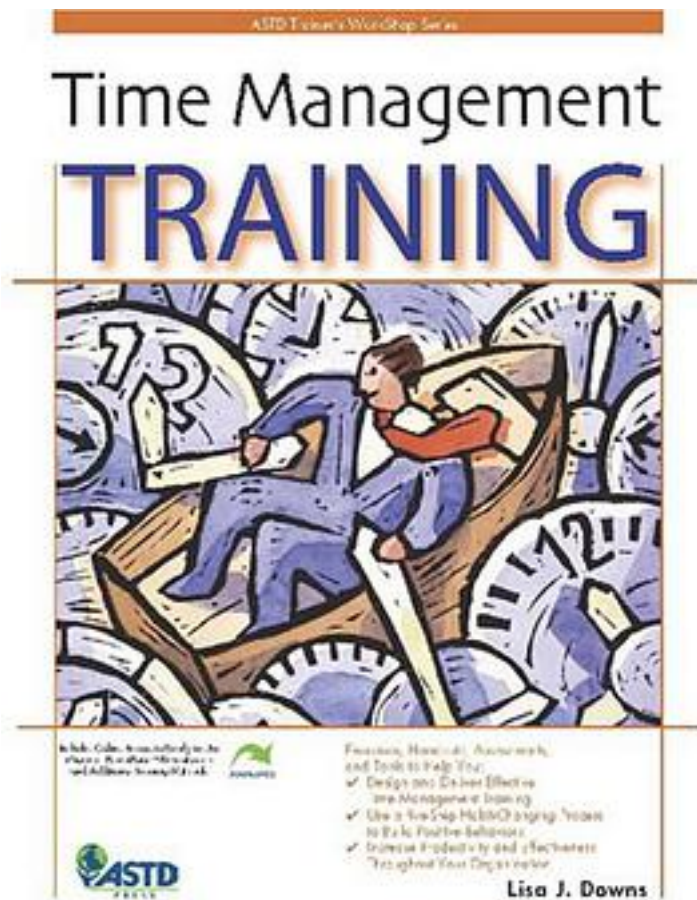


# Time Management Training



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Time Management Training offers practical, ready-to-use content of half-, full-, and multi-day workshops. Addressing the various activities that fall under the time management umbrella--setting priorities and goals, analyzing where time is spent,

demands on time, and scheduling-- Time Management Training reveals how to help others develop strategies for increased productivity and effectiveness. Featured workshops address scheduling, delegating, procrastinating, managing distractions, managing email and paperwork. Exercises, handouts, assessments, and tools will help readers become more effective facilitators and ensure targeted training to get results. Addressing saboteurs to successful time management--procrastination, distractions, and over-commitment--readers will also sharpen their own time management skills. Self-contained content modules can be used as stand-alone training or be incorporated into a broader agenda. Time Management Training includes a companion CD-ROM with ready-to-use presentations and electronic copies of all supporting material.

作者介绍:

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