

# TIME MANAGEMENT

**Say goodbye to the stress, pressure and frustration that come from being disorganized and rushed for time!**



*Discover a personalized approach to time management.*

*One way does not work for everyone.*



**February 20, 2015  
9am—4pm**

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## Continuing Education—We Deliver!

# TIME MANAGEMENT

*Increase your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination and find out a variety of methods to living a balanced life.*

- \* Define various approaches to time management.
- \* Understand the relationship between time management style and personality preferences.
- \* Select your personal preferences for working efficiently.
- \* Assess your time management style.
- \* Outline traditional time management steps.
- \* Acknowledge when traditional time management works well.
- \* Identify when traditional time management does not work well.
- \* Recognize the causes of procrastination.
- \* Implement tips to overcome procrastination.
- \* Apply time-saving techniques.



Michelle Sims is a Professor of Business and Economics at Arizona Western College. For over ten years, she has been teaching a variety of

Business, Economics, and Marketing classes at Arizona Western College. From the U.S. Army to Frito Lay, Inc., she brings over 18 years of management, sales, and marketing to the classroom. She has a Bachelor's degree in Business Administration from the University of Puget Sound and a Master of Business Administration from Webster University. She is currently working on her Ph.D. in Business Administration.

Friday, February 20, 2015  
9:00 a.m.– 4:00 p.m.  
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Time Management

2/20/2015

\$99

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#### Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 50% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.