

TIME MANAGEMENT

STOP LIVING IN A CRISIS!

LEARNING AND DEVELOPMENT WORKSHOP

Thursday, May 25, 2017

9:00 am - 12:00 noon

Community Room, North Campus

Facilitator: Mary DiCaro

People are working harder and faster; but still feel they are falling further behind. They can't catch up because they rely on inflexible time management systems that set strict rules and don't take into account their individual personalities. They also may not communicate their limitations with those making demands on their schedule, or take time during the week to reduce stress through exercise and recreation. There is no time management cure-all: everyone will schedule their day differently, and it's up to each person to optimize their peak performance times. This practical session helps you to optimize your time and stop living in crisis by identifying why your old system wasn't working and zeroing in on the ideal way for you to manage time in the future.

Space still available - REGISTER NOW!

Email Maureen at maureen.martin-edey@humber.ca or [register here](#).

Thank you!