MINERAL AREA COLLEGE PRESENTS

Time Management

April 14, 8:30 a.m. - 4:00 p.m.

Setting priorities and managing time are basic to enhancing individual and organizational performance. The pressure to find innovative ways to achieve goals, stay ahead of the competition, respond quickly to customer needs, and enjoy life outside of work is increasingly intense in today’s less structured, information-driven workplace. Meeting the daily challenges of managing professional and personal responsibilities requires a learning strategy that focuses on individual needs.

If you could reduce your staff’s wasted time by just five minutes every hour, productivity would jump 8.3 percent. Efficiency levels would also rise as employees began to devote more time to completing critical tasks. The advantages of effective time management include:

- Accomplishing more each day
- Meeting project deadlines
- Serving more customers without added staff, equipment, or office space
- Spending more time pursuing opportunities and less time doing paperwork and attending meetings

The Time Mastery Profile is a unique tool that provides people with a complete self-directed assessment of their current time management effectiveness strengths and weaknesses. The built-in workbook creates a framework to develop customized strategies for skill improvement in twelve key areas:

- Attitudes - Goals - Priorities
- Analyzing - Planning - Scheduling
- Interruptions - Meetings - Written Communications
- Delegation - Procrastination - Team Time

This one day course will provide individuals with tools to customize a time management system to master their busy schedules. It will help participants to:

- Discover their time-management strengths
- Develop new skills for improved performance
- Focus on priorities
- Increase productivity
- Meet customer needs
- Respond to opportunities
- Reduce stress

Questions? Contact Bev Hickam, Workforce Development Director, 573-518-2182 or 573-270-3542

Enrollment Deadline: April 4

Enrollment Fee: $230 per participant

Location: Continuing Education Building, Mineral Area College Campus (Directions: Take the Park Hills/Leadington Exit off Highway 67. The college is located on the east side of this exit. Turn left onto the college campus. Immediately turn left again. The second building is the Continuing Education Bldg.)

Send enrollments to Bev Hickam, at bhickam@mineralarea.edu. Businesses will be billed direct per number of participants. Cancellations accepted through April 11, or businesses may send substitutes.

Company:  __________________________________________________________________________
Contact/Phone:  ___________________________________________________________________

Name
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