



TIME MANAGEMENT

Purpose: To acquaint participants with personal behaviors that result in poor utilization of time and to offer solutions that, if adopted, will result in better productivity, less stress and a better balance of life

Topics: Balance is brought to an individual's life if he/she can manage their behavior at the workplace and at home such that their attention can be devoted to work issues and co-workers, family and friends and, most of all, self.

To understand how to recognize those things that bring stress to our lives, the participants investigate:

- Cultural and human differences and how those affect us
- Our natural human tendencies
- How we waste our time
- How waste becomes stress
- Solutions to improve our lives through stress management, balance, productivity and goal setting.

Who should attend?

Anyone who gets stressed at work or home.