



EDISON STATE COLLEGE

Center for Professional Development

Time Management for All

Each day brings the challenge of striking the right balance between work and home activities, and when at work, or home, making good use of our time. This course will help you manage your time at work and at home more efficiently. It will free up more time to devote to your life priorities. The instructor has been giving this illustrated entertaining course for over ten years throughout the U.S. and abroad. The target audience includes business professionals, students, busy housewives, and retirees. The objective free up time to enable you to add value both to your home life and at work.

The focus will be on the proven “**Magnificent Seven**” golden rules:

- Manage Time Stealers
- Clear Desk Policy
- Time Management Tools
- Managing Your Key Tasks/Objectives
- Manage Your Meetings
- Create a Retrieval System - not a filing system
- Efficiency and Focus

Dates: TBA

Time: 9:00am to 1:00pm

Location: TBA

Cost: \$90 per class, which includes handouts and a “Time Stress Test” to be completed before class

Seats are limited, so register today!

Advance registration and payment is required

For registration form and information, email celee@edison.edu

OR download from www.edison.edu/lee/ce