

**Class Format:**

On-site & Virtual

## **TIME MANAGEMENT SKILLS**

### **PROFESSIONAL ACCOUNTABILITY** *Meeting Your Deadlines*

This very special time management course will help participants discover how to meet deadlines when you cannot add more hours to the day. Learn to differentiate between a desired deadline and a real deadline, create accountability, and manage multiple projects at once. Participants will learn how to communicate with supervisors, co-workers, and subordinates in regard to time management and create processes for meeting deadlines and accountability.

### **IN THIS COURSE, YOU WILL:**

- Discover how to meet deadlines when you cannot add more hours to the day
- Learn to differentiate between the desired deadline and a real deadline
- Create accountability within the organization, department, or team
- Manage multiple projects and priorities
- Learn how to communicate with your supervisors, co-workers, and subordinates
- Create a process for meeting deadlines and accountability

**CALL  
TODAY!**

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