

# TIME MANAGEMENT WORKSHOP

## Be more productive and maximize YOUR time

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. The *Time Mastery Profile*<sup>®</sup> helps people assess their time-management effectiveness and create a personal plan for improving their skills in key areas.

### Create more time in a day

The advantages of effective time management include:

- accomplishing more each day
- meeting project deadlines
- serving more customers without added staff
- spending more time pursuing opportunities and less meetings

Thursday, February 22, 8:30 to 11 AM

Meadville Area Chamber Office  
908 Diamond Park, Meadville

\$25 per person

RSVP to the Meadville Area Chamber  
(814) 337-8030 or  
[cyoung@meadvillechamber.com](mailto:cyoung@meadvillechamber.com)



### Online participant self-assessment

The *Time Mastery Profile* is a unique tool that provides people with a complete self-directed assessment of their current time-management effectiveness. The instrument describes employees' time-related behavior in 12 categories:

- Attitudes
- Goals
- Priorities
- Analyzing
- Planning
- Scheduling
- Interruptions
- Meetings
- Written communications
- Delegation
- Procrastination
- Team time

Instructor Background: Gary Svetz – President of Svetz Consulting has over 30 years in developing individuals and their organizations with several areas of professional development skills. He works with healthcare , service, retail , government and non-profit sectors for improving overall productivity.

