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SAN FRANCISCO BAY AREA FEDERAL EXECUTIVE BOARD

San Francisco Federal Building

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BEYOND TIME MANAGEMENT

AUGUST 5, 2016 8:30 AM – 3:30 PM



Joan Wisnosky

Trainer, GSA Contractor

Would you like to have extra time each day to take care of business? Or would you to overcome the vicious stress cycle that comes from being time-starved? By using the countless tips, techniques and common sense advice from this session, you'll be more productive and able to free up your schedule. It all boils down to using your time more effectively. You must know how to achieve a balance between what you're doing and what you should be doing. Once you've mastered that, you're on your way to getting more done.

Topics:

- Analyze your typical time wasters
- Prioritize your daily activities
- Determine career or personal goals
- Handle interruptions with the utmost diplomacy
- 15 organizing tips
- Understand stress and manage it
- Set boundaries
- Deal with procrastination
- Run highly effective meetings
- De-Clutter your home & life

Objectives:

You will be able to analyze how you currently use your time by identifying time wasters, set goals and priorities to better use your time and apply time-saving tips.

Location:

San Francisco Federal Bldg.

90 7th St., Basement B120

San Francisco

Registration

[Email Joan](mailto:joan@sfefeb.org), 301-948-7636

\$159 for 3 or more registering

\$179 for individuals

[More Info Click Here](#)