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4105 Maplewood Ave.  
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Skills Training Center  
2813 Central Expressway E  
Wichita Falls, TX 76302  
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426 5th Avenue, Suite 8  
Sheppard AFB, TX 76311  
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Seymour Learning Center  
200 Stadium Drive  
Seymour, TX 76380  
940.889.3133

# There Are Enough Hours in a Day: Time Management for the Harried and Harassed

with



**Thursday, April 20, 2017**

**8:00 AM – Noon**

**\$60**

**Vernon College Century City Center  
4105 Maplewood Ave  
Wichita Falls, TX 76308**

It seems there are never enough hours in the day to get everything done. But get done it must. In this workshop we'll discuss tools, tips and techniques to be more effective and efficient.

Training includes:

- Being efficient versus being effective
- The myth of multi-tasking
- Essential skills for getting the most out of the day
- Time-tested tips, tools and techniques
- Adapting project management practices to your work
- The digital age: foe or ally?

This training is appropriate for anyone who wants to get more done with less stress.



Trainer: Penny Miller, Owner, Venture HRO, LLC.

**For more information contact:**  
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