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

with

Wednesday, March 31, 2021
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.

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