

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

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, July 12, 2018

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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