



PARKLAND
COLLEGE

In Partnership with the Yorkton Chamber of Commerce

YOUR Answer...

TIME MANAGEMENT Workshop

Time management is commonly defined as the management of time in order to make the most of it. You can't manage time, it just is. What you really manage is your activity during time. This workshop will help you improve your time management skills and personal effectiveness.

How will you benefit from this workshop -

You will learn to:

- Clarify objectives and plan for results
- Set goals and priorities
- Delegate effectively
- Conquer procrastination
- Eliminate time wasters
- Handle interruptions

Date: **Tuesday, February 23, 2010**

Time: **5:00 to 9:00 pm** (supper 5 to 6; workshop 6 to 9)

Location: Room 101
Parkland College
200 Prystai Way, Yorkton, SK

Facilitator: Donna Neyedley

Cost: **\$50.00 per person or \$30.00 per person for Chamber Members**
Payment is due upon registration.

Registration: **Register with Parkland College**
Contact: Roxanne Alstad
(306) 786-2589 or Toll Free at 1-866-783-6766

Registration Deadline: **February 17, 2010**