

## **Description**

When you come to work each day, you usually know what you will be doing. Often, however, what you thought would happen, doesn't happen. Your day is broken up by interruptions, problems, and other issues that you hadn't anticipated. This often leads to feeling out of control. While interruptions and problems can't be avoided, having an organized work plan can help you get more accomplished and feel more in control.

## **Objectives**

After your training program, the trainees should be able to:

- Explain how to set goals.
- Discuss the advantages of a to do list.
- Demonstrate how to use a daily planner.

## **Audience**

This training session is designed for rushed and anxious supervisors and managers who need to be able to manage their time effectively.

## **Requirements**

There is no regulatory requirement for employers to provide training in time management