

Time Management

Description: Do you feel like there's never enough hours in the day to do what you need to do? Learn how to prioritize and still have time for you!

See also *Stress Management*,

What you will learn:

- ◆ How time management can improve your productivity
- ◆ How to recognize mistakes in managing time
- ◆ Time management techniques

Textbooks/materials: Personal Time Management (Mole)

Michigan Works

Service Center

Locations/Times:

PH MC CT R

2nd and 4th Thursday of the month

11:00 a.m. to noon

Code: PO33 (PH)

Code: PO34 (MC)

Code: PO35 (CT)

Code: PO36 (R)