



SEMINAR SERIES

PROFESSIONAL DEVELOPMENT

HOW TO MANAGE YOUR TIME & LIFE

This seminar offers practical techniques help you focus on results, not tasks. Undo destructive habits and consciously choose to establish healthy, productive habits that yield long term benefits. You'll learn how to lock out mental distractions so that you can eliminate time wasters and concentrate on your priorities. Gain balance in your work, your time, and your life

SEMINAR OBJECTIVES

- Understand how the current business reality impacts management challenges
- Decipher where our time is spent
- Apply principles for successful multi-tasking
- Use techniques to concentrate and stay focused
- Learn & retain information utilizing mnemonics

REGISTER TODAY

490.1611

www.easternvirginia.dalecarnegie.com

MORNING SEMINAR

WEDNESDAY

JULY 27TH

8:30 - 12:00 PM

Dale Carnegie Training Center

Pembroke Office Park

Building 4, Suite 505

291 Independence Blvd.

Virginia Beach, VA 23462

\$125.00

Breakfast & Snacks Provided

REGISTER TODAY!

Registration Link:

http://easternvirginia.dalecarnegie.com/events/how_to_manage_your_time_and_life/