

TIME MANAGEMENT

Get more of the right things done.

Seminar #2233

Overview

Do you find yourself overloaded with work? Feel so stretched to the limit you can't set priorities? Exhaust yourself daily without accomplishing your goals?

Remember, every minute of your day impacts the business. If you answer yes to one or more of the above, it's time to make real choices about how and when to spend your time. This seminar will help you identify causes of procrastination and indecision, pinpoint personal time-wasters and increase your concentration and focus. You'll learn to schedule your time more effectively, stay on track and keep important goals top of mind, so you can stay in balance and be more effective and productive.

Schedule

- [2] days

- [2] days - **\$1,995** Non Members
- [2] days - **\$1,795** AMA Members
- [2] days - **\$1,537** GSA

Credits

12 PDU /1.2 CEU

Schedule

We have 52 scheduled sessions located nationwide starting between 6/7/2012 - 2/21/2013

| Date | Location | Duration |
|-----------------------------|-----------------------------|----------|
| Jun 7, 2012 - Jun 8, 2012 | New York, NY | 2 Days |
| Jun 11, 2012 - Jun 12, 2012 | Durham, NC | 2 Days |
| Jun 18, 2012 - Jun 19, 2012 | Arlington/Washington DC, DC | 2 Days |
| Jun 21, 2012 - Jun 22, 2012 | Morristown, NJ | 2 Days |
| Jun 25, 2012 - Jun 26, 2012 | Chicago, IL | 2 Days |
| Jun 25, 2012 - Jun 26, 2012 | Seattle, WA | 2 Days |
| Jul 9, 2012 - Jul 10, 2012 | New York, NY | 2 Days |
| Jul 12, 2012 - Jul 13, 2012 | Arlington/Washington DC, DC | 2 Days |
| Jul 16, 2012 - Jul 17, 2012 | Chicago, IL | 2 Days |
| Jul 19, 2012 - Jul 20, 2012 | Atlanta, GA | 2 Days |
| Jul 23, 2012 - Jul 24, 2012 | Cincinnati, OH | 2 Days |
| Jul 30, 2012 - Jul 31, 2012 | San Francisco, CA | 2 Days |
| Aug 6, 2012 - Aug 7, 2012 | New York, NY | 2 Days |
| Aug 13, 2012 - Aug 14, 2012 | Chicago, IL | 2 Days |
| Aug 13, 2012 - Aug 14, 2012 | Myrtle Beach, SC | 2 Days |
| Aug 16, 2012 - Aug 17, 2012 | Arlington/Washington DC, DC | 2 Days |
| Aug 27, 2012 - Aug 28, 2012 | Boston, MA | 2 Days |
| Sep 6, 2012 - Sep 7, 2012 | Arlington/Washington DC, DC | 2 Days |
| Sep 10, 2012 - Sep 11, 2012 | New York, NY | 2 Days |
| Sep 13, 2012 - Sep 14, 2012 | Chicago, IL | 2 Days |
| Sep 13, 2012 - Sep 14, 2012 | Dallas, TX | 2 Days |
| Sep 20, 2012 - Sep 21, 2012 | Atlanta, GA | 2 Days |
| Sep 27, 2012 - Sep 28, 2012 | San Francisco, CA | 2 Days |
| Oct 1, 2012 - Oct 2, 2012 | New York, NY | 2 Days |
| Oct 11, 2012 - Oct 12, 2012 | Denver, CO | 2 Days |
| Oct 15, 2012 - Oct 16, 2012 | Arlington/Washington DC, DC | 2 Days |
| Oct 18, 2012 - Oct 19, 2012 | Chicago, IL | 2 Days |
| Oct 25, 2012 - Oct 26, 2012 | Hartford, CT | 2 Days |
| Nov 1, 2012 - Nov 2, 2012 | Garden Grove, CA | 2 Days |
| Nov 1, 2012 - Nov 2, 2012 | New York, NY | 2 Days |
| Nov 5, 2012 - Nov 6, 2012 | Chicago, IL | 2 Days |
| Nov 12, 2012 - Nov 13, 2012 | Arlington/Washington DC, DC | 2 Days |
| Nov 15, 2012 - Nov 16, 2012 | Parsippany, NJ | 2 Days |
| Nov 26, 2012 - Nov 27, 2012 | Atlanta, GA | 2 Days |
| Dec 3, 2012 - Dec 4, 2012 | San Francisco, CA | 2 Days |
| Dec 3, 2012 - Dec 4, 2012 | Cincinnati, OH | 2 Days |
| Dec 6, 2012 - Dec 7, 2012 | Boston, MA | 2 Days |
| Dec 6, 2012 - Dec 7, 2012 | Arlington/Washington DC, DC | 2 Days |
| Dec 10, 2012 - Dec 11, 2012 | Houston, TX | 2 Days |
| Dec 13, 2012 - Dec 14, 2012 | New York, NY | 2 Days |
| Dec 17, 2012 - Dec 18, 2012 | Chicago, IL | 2 Days |
| Jan 7, 2013 - Jan 8, 2013 | New York, NY | 2 Days |
| Jan 10, 2013 - Jan 11, 2013 | Arlington/Washington DC, DC | 2 Days |
| Jan 17, 2013 - Jan 18, 2013 | Chicago, IL | 2 Days |
| Jan 24, 2013 - Jan 25, 2013 | Atlanta, GA | 2 Days |
| Jan 28, 2013 - Jan 29, 2013 | Albany, NY | 2 Days |
| Jan 28, 2013 - Jan 29, 2013 | Honolulu, HI | 2 Days |
| Feb 4, 2013 - Feb 5, 2013 | Chicago, IL | 2 Days |
| Feb 11, 2013 - Feb 12, 2013 | New York, NY | 2 Days |
| Feb 14, 2013 - Feb 15, 2013 | Arlington/Washington DC, DC | 2 Days |
| Feb 14, 2013 - Feb 15, 2013 | Indianapolis, IN | 2 Days |
| Feb 21, 2013 - Feb 22, 2013 | Melville, NY | 2 Days |

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Set and accomplish goals
- Create priorities and establish realistic boundaries
- Recognize and deal with time-wasters

- Improve concentration and efficiency
- Break indecision and procrastination habits
- Use technology to help manage time
- Create and recharge positive energy

What You Will Cover

- Identifying personal time-wasters
- Defining goals; establishing important and valid priorities
- Creating a realistic and productive schedule
- Dealing with self-distractions and interruptions
- Increasing productivity by using technology efficiently
- Identifying ways to manage email
- Creating boundaries and balance
- Prioritizing and choosing activities to balance life and work
- Creating a personal "no" script

Who Should Attend

Business professionals who want greater control of their time, management style and life.

Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant

Includes tips on coping with voice mail and e-mail..

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)