

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2233](http://www.amanet.org/2233)

# Time Management

## Get more of the right things done.

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.

## 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

## **This course features Blended Learning.**

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.

## **Schedule**

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,700 GSA

## **Credits**

12 PDU\_L/1.2 CEU/14 CPE

12 PDU

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