

American Management Association's HOWTO Manage Time, Meetings and Stress

Learning Objectives

- Identify and Apply Time Management Best Practices, Including:
 - How to Avoid Time Wasters
 - Where to Apply Your Energy for Maximum Results

Effective Time Management

- Recognize Time Wasters
- Utilize a Priority Matrix to Organize Activities/Tasks

Handling Meeting Stress

- Make the Best Use of Meetings
- Identify Strategies to Deal with Challenges That Cause Stress