

## **American Management Association's How To 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 Meetings and Stress***

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