

# How To Manage Time, Meetings and Stress

## Learning Objectives

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

## Effective Time Management

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

## Handling Meetings and Stress

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