

TIME Mastery

Is time flying away? Personally? Professionally?

Learn the art of self management with the Time Mastery Profile as you review twelve critical categories:

- ⑩ Attitudes
- ⑩ Planning
- ⑩ Written Communication
- ⑩ Goals
- ⑩ Priorities
- ⑩ Analyzing
- ⑩ Scheduling
- ⑩ Delegation
- ⑩ Interruptions
- ⑩ Procrastination
- ⑩ Meetings
- ⑩ Team Time

This complete assessment tool can help you set priorities and manage your life and time more effectively.

In addition to the 36-page profile, you will receive meeting planners, a set of Franklin Covey weekly compasses, formats for tracking your time, and indispensable time management tips that are immediately applicable to your personal and professional life. A second profile will be provided on-line *two months later* to see how you have mastered targeted areas for improvement. This one day workshop will help you leave behind those habits that hinder, and design processes for getting the most out of each minute of your day.

Join us on **Wednesday, January 25, 2012** from 8 AM – 4 PM.

LOCATION: The Quality Center, 22 N. Front St., Suite 200, Memphis, TN 38103

FACILITATOR: David O. Compton

Lunch and parking included. **\$299/\$279** Greater Memphis Chamber member discount.
for additional discount when registering three or more.

REGISTER BY PHONE at 901-543-3530 or e-mail swilliams@memphischamber.com

A program of the Greater Memphis Chamber
and Southwest Tennessee Community College

