

# Time Management Skills For Healthcare Professionals

*"Making Time Serve You!"*

Time shows no mercy, holds no feeling of sorrow or regret, and does not discriminate. Rich or poor, educated or illiterate, one thousand four hundred and forty minutes are all you get each day. When the minutes have ticked away, they are gone, never to be retrieved again. Peg Pickering, time management author states, *we all have all the time there is. You cannot save time, you can only spend it or invest it, putting in more hours is not the answer.* It is our job to take charge of time, because left unattended, it will take charge of you. A leader must be a master of time, not a slave to it.

At the Conclusion of the Power One hour Program each attendee will-

- Understand the true concept of time and how it works for you or against you in the workplace
- Learn the 10 workplace situations where we lose control of time
- Discover how to turn general priorities into powerful team directing goals
- Explore methods to successfully and quickly analyze where your team's time goes and gain techniques to empower them to take back control of it
- Receive effective techniques for better planning
- Uncover the two main cause of "wasted time"
- Get 5 strategies guaranteed to help you eliminate procrastination, people interruptions, and managed telephone, email, and meetings more effectively
- Receive time management tools that make you a master of time not a slave of it
- And much more...

**An investment of 60 minutes will give you the training and tools  
to add hours to your life.**

**R<sub>x</sub>** For Success Seminars!

*VR<sub>E</sub>Training.com*

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