

# Continuum



## **Time Management: Making the Most of Every Day**

Feeling as if there aren't enough hours in the day is a common complaint. We cannot control how much time is in each day but we can take control and manage the time we have. This workshop will help develop strategies to prioritize your daily tasks, identify times of the day you are most productive and discovering the tools and techniques that work for you.

### *What people are saying about **Time Management**:*

*"I'm going to work on setting priorities."*

*"Very good: programs like this could include a spouse, guest or visitor."*

*"I liked the primetime worksheet."*

*"I will plan more activities in my peak time."*