

Time Management:

“Telling Your Tasks Where To Go”



At a time when all of us are asked to do more with less, effective leaders know that good time management skills and techniques enable a person to work smarter – not harder, so you can get more done in less time. This session reviews tips, tricks, and techniques to help even the most proficient procrastinator to use time to their benefit and to achieve their goals.

In this session, you will learn:

- The importance of goal-setting and writing goals down
- Ways to schedule your time and why prioritizing plays a key role
- How to assess and eliminate many of the interruptions to your day
- Why you procrastinate and methods you can use to address it



Let our Leadership Expert “open the door” to a better understanding of Time Management with a 1-hour, 2-hour, or 3-hour session on this topic!

Lori Dierolf, President of Open Door Training & Development, holds a Bachelor’s degree in Psychology and has been a Human Resources professional and staff educator for over 20 years. She has coached and trained hundreds of leaders and administrators as a Personal Care Home Administrator, and is also a Certified Dementia Practitioner, a Certified Alzheimer’s Disease & Dementia Care Trainer, and a Certified Aging & Alzheimer’s Educator.

Lori’s sense of humor and real-life examples from her years of experience in long-term care are reasons attendees consistently rate her sessions with 5 Stars!!! Read their testimonials at www.OpenDoorTraining.net!!

Contact Us!

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