



WINTER 2019
TIME MANAGEMENT

Thursdays 1:00 pm-5:00 pm starting Jan 24th for 10 weeks

This 40-hour program will take you from overwhelmed & stressed to focused & in control. Many of us spend time on “busy work” and not on activities that matter the most. This program looks at the 4 pillars of time management and will help you create a system of accountability. This program is about getting things done!

For details & registration:

www.ehcc.ca/education info@ehcc.ca 902.883.1010



SETTING OBJECTIVES

HOW TO PRIORITIZE

MANAGING YOUR ENERGY

TASK MANAGEMENT

STRESS MANAGEMENT

OPERATIONS AND WORKFLOW

AND MUCH MORE!

LOCATION

EHCC Board Room
8 Old Enfield Road

INSTRUCTOR

Debi Hartlen- MacDonald
New Life Business Solutions