



Time Management Webinar Outline

1:00 to 2:00	Failure to Prioritize is Prioritizing Failure Being Busy is Not the Same as Being Productive Combating Burnout Myth of Multitasking Rabbit Holes Interruptions & Distractions Doing More by Doing Less
2:00 to 2:15	Break
2:15 to 3:15	Can't Manage Others if You Don't Manage Your Time Time Vampires Evaluate Your Use of Time Eisenhower Matrix Making Time for Others Value of Small Talk Planning & Goal Setting Delegation or Dysfunction