

TIME MANAGEMENT

Get more of the right things done.
Seminar #2233

Overview

Do you find yourself overloaded with work? Feel so stretched to the limit you can't set priorities? Exhaust yourself daily without accomplishing your goals? Remember, every minute of your day impacts the business. If you answer yes to one or more of the above, it's time to make real choices about how and when to spend your time. This seminar will help you identify causes of procrastination and indecision, pinpoint personal time-wasters and increase your concentration and focus. You'll learn to schedule your time more effectively, stay on track and keep important goals top of mind, so you can stay in balance and be more effective and productive.

Schedule

- [2] days

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,537 GSA

Credits

1.2 CEU /12 PDU

Schedule

We have 52 scheduled sessions located nationwide starting between 6/7/2012 - 2/21/2013

Date	Location	Duration
Jun 7, 2012 - Jun 8, 2012	New York, NY	2 Days
Jun 11, 2012 - Jun 12, 2012	Durham, NC	2 Days
Jun 18, 2012 - Jun 19, 2012	Arlington/Washington DC, DC	2 Days
Jun 21, 2012 - Jun 22, 2012	Morristown, NJ	2 Days
Jun 25, 2012 - Jun 26, 2012	Chicago, IL	2 Days
Jun 25, 2012 - Jun 26, 2012	Seattle, WA	2 Days
Jul 9, 2012 - Jul 10, 2012	New York, NY	2 Days
Jul 12, 2012 - Jul 13, 2012	Arlington/Washington DC, DC	2 Days
Jul 16, 2012 - Jul 17, 2012	Chicago, IL	2 Days
Jul 19, 2012 - Jul 20, 2012	Atlanta, GA	2 Days
Jul 23, 2012 - Jul 24, 2012	Cincinnati, OH	2 Days
Jul 30, 2012 - Jul 31, 2012	San Francisco, CA	2 Days
Aug 6, 2012 - Aug 7, 2012	New York, NY	2 Days
Aug 13, 2012 - Aug 14, 2012	Chicago, IL	2 Days
Aug 13, 2012 - Aug 14, 2012	Myrtle Beach, SC	2 Days
Aug 16, 2012 - Aug 17, 2012	Arlington/Washington DC, DC	2 Days
Aug 27, 2012 - Aug 28, 2012	Boston, MA	2 Days
Sep 6, 2012 - Sep 7, 2012	Arlington/Washington DC, DC	2 Days
Sep 10, 2012 - Sep 11, 2012	New York, NY	2 Days
Sep 13, 2012 - Sep 14, 2012	Chicago, IL	2 Days
Sep 13, 2012 - Sep 14, 2012	Dallas, TX	2 Days
Sep 20, 2012 - Sep 21, 2012	Atlanta, GA	2 Days
Sep 27, 2012 - Sep 28, 2012	San Francisco, CA	2 Days
Oct 1, 2012 - Oct 2, 2012	New York, NY	2 Days
Oct 11, 2012 - Oct 12, 2012	Denver, CO	2 Days
Oct 15, 2012 - Oct 16, 2012	Arlington/Washington DC, DC	2 Days
Oct 18, 2012 - Oct 19, 2012	Chicago, IL	2 Days
Oct 25, 2012 - Oct 26, 2012	Hartford, CT	2 Days
Nov 1, 2012 - Nov 2, 2012	Garden Grove, CA	2 Days
Nov 1, 2012 - Nov 2, 2012	New York, NY	2 Days
Nov 5, 2012 - Nov 6, 2012	Chicago, IL	2 Days
Nov 12, 2012 - Nov 13, 2012	Arlington/Washington DC, DC	2 Days
Nov 15, 2012 - Nov 16, 2012	Parsippany, NJ	2 Days
Nov 26, 2012 - Nov 27, 2012	Atlanta, GA	2 Days
Dec 3, 2012 - Dec 4, 2012	San Francisco, CA	2 Days
Dec 3, 2012 - Dec 4, 2012	Cincinnati, OH	2 Days
Dec 6, 2012 - Dec 7, 2012	Boston, MA	2 Days
Dec 6, 2012 - Dec 7, 2012	Arlington/Washington DC, DC	2 Days
Dec 10, 2012 - Dec 11, 2012	Houston, TX	2 Days
Dec 13, 2012 - Dec 14, 2012	New York, NY	2 Days
Dec 17, 2012 - Dec 18, 2012	Chicago, IL	2 Days
Jan 7, 2013 - Jan 8, 2013	New York, NY	2 Days
Jan 10, 2013 - Jan 11, 2013	Arlington/Washington DC, DC	2 Days
Jan 17, 2013 - Jan 18, 2013	Chicago, IL	2 Days
Jan 24, 2013 - Jan 25, 2013	Atlanta, GA	2 Days
Jan 28, 2013 - Jan 29, 2013	Albany, NY	2 Days
Jan 28, 2013 - Jan 29, 2013	Honolulu, HI	2 Days
Feb 4, 2013 - Feb 5, 2013	Chicago, IL	2 Days
Feb 11, 2013 - Feb 12, 2013	New York, NY	2 Days
Feb 14, 2013 - Feb 15, 2013	Arlington/Washington DC, DC	2 Days
Feb 14, 2013 - Feb 15, 2013	Indianapolis, IN	2 Days
Feb 21, 2013 - Feb 22, 2013	Melville, NY	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Set and accomplish goals
- Create priorities and establish realistic boundaries
- Recognize and deal with time-wasters

- Improve concentration and efficiency
- Break indecision and procrastination habits
- Use technology to help manage time
- Create and recharge positive energy

What You Will Cover

- Identifying personal time-wasters
- Defining goals; establishing important and valid priorities
- Creating a realistic and productive schedule
- Dealing with self-distractions and interruptions
- Increasing productivity by using technology efficiently
- Identifying ways to manage email
- Creating boundaries and balance
- Prioritizing and choosing activities to balance life and work
- Creating a personal "no" script

Who Should Attend

Business professionals who want greater control of their time, management style and life.

Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant

Includes tips on coping with voice mail and e-mail..

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)