

TIME & TASK MANAGEMENT

February 15, 2024 | 9:00 AM - 11:00 AM



This course content includes:

- Best Practices and approaches to time management
- Defining key items in your life and what matters most in order to manage time better
- Working through habit change
- How to take items from the above steps and put it into a frame work (calendar blocking, daily/weekly/monthly/quarterly/annual flows for reflecting and planning

ABC Member - \$50
Non member - \$75

**Scan QR code to
register today**



**Cancellation deadline: 5 business days
prior to the class**

For additional information call us or email classes@abccf.org.