

EMPLOYEE ASSISTANCE PROGRAM

BASICS OF EFFECTIVE TIME MANAGEMENT

VIRTUAL TRAINING SERIES

Today's world requires employees to do more, better, faster, and with less. If employees do not grasp the basics of effective time management, it can be challenging for them to understand what they are doing wrong and how to improve. In this training, participants will learn what it means to manage their time, advantages of time management, and techniques to help them better manage their day.

THURSDAY,
MAY 19, 2022

12:00 - 1:00 p.m.

Registration:

Advanced registration is not required. To view and listen to the live webinar, go to <https://bit.ly/3Hvujao> on the day of the event.

- Event Password: 9vF2Bao43u7
- United States Toll: +1-408-418-9388
- Access code: 2632 760 5808

The training will be recorded and available on the website approximately two to three weeks after the live event. To view past trainings, go to eap.calhr.ca.gov. Under Explore Services, click on the program tile for Webinars and Workshops to access the individual training recording, slideshow and handouts, if applicable.

Learning Objectives

- Define time management.
- Describe the advantages of managing your time.
- Name techniques to help you better manage your day.
- Identify what you will do to plan your day and manage your time.

Who Should Attend?

- These workshops are free to state employees and reservations are not required. Seating is on a first come, first-served basis.
- Before planning to attend, employees should ensure supervisor's approval.
- Please provide two weeks notice for special accommodations.

