

MANAGE YOUR TIME, MANAGE YOUR LIFE

This is a 45-min webinar followed by 15-mins for Q&A and discussion.

ABOUT THIS WEBINAR:

Do you feel you are stretched too thin? Do you spend your days being busy but not feeling productive? Do you feel overwhelmed by all the things you have to do but cannot get them done?

Most people will answer yes to these questions, and one of the main reasons is that they are without a clear plan for how they will spend their days and thus, their days are hijacked by other people's agendas and to-do lists. If you are feeling discouraged and burdened by your ever-growing to-do list, it is most likely that you are not managing your time in the best way.

ATTENDEES WILL:

- Gain a better understanding of what time management means, and learn why and how to use goals to manage your time.
- Learn how to analyze your current schedule and create a realistic schedule.
- Learn practical tips and tools for how to sustain your productivity gains.



ZOOM LINK: https://bit.ly/3Hio3Zu

You may also register via our website: www.lighthousearabia.com/events