

Malheur County Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

*Malheur County Employer Council and Ontario Employment Department
invite you to attend*

Time Management

Presenter: Grant A. Axtell

Oregon Employment Department Training & Development

Wednesday, September 29, 2010

Ontario Employment Department
375 SW 2nd Ave
Ontario, OR 97914

12:30 – 1:00 p.m. Registration and Refreshments
1:00 p.m. – 5:00 p.m. Seminar

This course discusses the techniques and approaches to personal time management: hands-on experience with value clarification, prioritization of tasks, maintaining to-do lists, and short and long term planning aids.

After completing this course participants will understand the basic definition of time and time management, know how they presently use time and be aware of the portion of time over which they have control (both personal and professional time). In addition, participants will make the most effective use of the time they control, and handle time not under their control in a more efficient way.

At the end of this workshop you will be able to...

- Explain the four quadrants of time management
- Create a weekly schedule
- Identify potential pitfalls and solutions to time management

Cost: \$25 per person, non refundable, refreshments included, limited seating available, registration deadline 9/23.

For more information: Contact Valerie Gibbs at (541) 889-5394 ext. 229, or e-mail:
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