

Provider # 0005095

Course # 9626864

Certified for 2 CEU's  
In Operations and Human  
Resources

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Upon Completion  
Managers Will:

1. Know how to Implement a Time Management Plan
2. Learn how to Leverage - achieving more with the same effort
3. Identify Time Management Challenges
4. Manage interruptions
5. Minimize distractions
6. Manage e-mails effectively
7. Use the SMART Technique in order to make goals more detailed.

# “There Is Never Enough Time”



## Overview

Time Management Skills to help Community Association Managers become highly effective by demonstrating how to:

1. Identify

2. Focus

On the activities that save time, helping Community Association Managers work smarter, not harder.

These same techniques help beat work overload – a key source of stress.