



Making Time for Time Management

Do you run out of time every day? Do you suspect you could manage your time better and get your work done more efficiently? We would like to help you get a jump start on improving your time-management skills in our 3 hour class loaded with information on how to successfully manage your time.

Who Should Attend:

- Staff who run or attend meetings
- Employees who have a lot of interruptions at work
- Professionals who would like to become more efficient with their time
- Supervisors, managers, business owners
- Assistants who must manage multiple tasks
- Anyone who wants to manage their time better and reduce stress

Benefits:

- Achieve more with less stress
- Increase your efficiency
- Become clear about your priorities
- Accomplish company goals
- Decrease interruptions

Course Content:

- Discover principles for effective time management
- Learn to prioritize
- What to do about time wasters
- Find out how to set SMART goals
- How to remove interruptions at work
- Techniques to help you manage your time

Instructor Background:

Tino Guevara has over 20 years training experience in both the public and private sector and has developed, coordinated, instructed and planned training operations for county-wide offices. Tino has acted as lead mediator for employee, management, community, government and neighborhood groups. He has a Bachelor's Degree in English and his Master's Degree in English and Public Administration.

Sponsored by Gavilan College Contract Education, San Benito County Chamber of Commerce and the Hollister Downtown Business Association.

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Class Schedule:

Day/Date: Wednesday, September 26, 2007

Time: 1:30 – 4:30 pm

Location: Gavilan College, Hollister Campus, Room 6

Price: \$79. San Benito County Chamber & Hollister Downtown Association Members receive a \$10 discount. Use code: SBC10. Membership will be verified.

Registration: Go to our website www.gavilan.edu/conted, click on Professional Development Institute, then on Employee Development to find your class and follow the links. You can email conted@gavilan.edu, or call 408-847-2514, Ext 2 or 3 for assistance.

Other Workshops:

Leadership for the HR Professional	Tuesdays, September 25, October 2, 9
The Manager as Leader: A Practical Approach	Tuesdays, September 18, 25, October 2
How to Communicate Clearly & Effectively	Thursdays, October 18, 25
Managing Conflict for Successful Outcomes	Wednesdays, November 7, 14

For more information on these workshops visit: www.gavilan.edu/conted

Gavilan College Contract Education Registration

Student Name: _____

Address: _____ City: _____ Zip: _____

Phone: (____) _____ Cell: (____) _____ Email: _____

Company Name: _____

Address: _____ City: _____ Zip: _____

Class Title: _____ Date: _____ Fee \$ _____

Payment Options:

☐ Cash (*exact change*) ☐ Check Check # _____

Visa / MC# _____ - _____ - _____ Exp: _____ Cardholder Name: _____

Cancellation Policy: You must notify us 3 business days before the first class meeting in writing to cancel or transfer. If you cancel your registration, you will receive a credit voucher, good for 2 years, for the amount of the class.

Contract Education – Gavilan College
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