



**Vineland/Millville Urban
Enterprise Zone
Free Workshop on “Time Management”**

**“How to Create Greater Results
Out of the Time you have”**

(Presenter Manny Nowak, Nowak Associates Inc.)

Thursday, March 25, 2010



Colonial Bank
2745 South Delsea Drive
Vineland NJ 08360
6:00 p.m. to 9:00 p.m.

Co-Sponsored by Colonial Bank

Description: Everyone needs more time, but no one can have more. It is a fixed quantity. You get 24 hours a day, 7 days a week, no more, no less. It doesn't matter how successful you are, how rich you are, how good looking you are – no one gets anymore time, 24/7, that is it. How you use and allocate that time, however, can make a great difference in your life and the results you achieve.

Session Content:

- 1 Your “To Do List”
- 2 How to manage results not time
- 3 Time blocking techniques that really work
- 4 Focus - finding and working your highest payback items
- 5 How to schedule everything and live to schedule
- 6 How to make time for and handle interruptions effectively
- 7 How to handle taking calls
- 8 Delegating
- 9 How to use those little spaces of time
- 10 Technology and how to use it to save time, not add work



This will be run as an interactive session with your group. We will work with the participants and helping them get the greatest value from the session.

For more information or **To Register** please contact the UEZ office at 563-0440 or email shatten@vinelandmillvilleuez.com. There is no charge for this event. However, **Space is Limited.**