“If only I had more time...” But it isn’t more time that the business owner necessarily needs, it’s better time-organization skills. Understanding how to better prioritize and manage time is essential for any small business owner and will ultimately show up in your business’ bottom line. In this class, you will learn step-by-step how to take control of your time by focusing on specific techniques for planning a job, overcoming barriers that are always present, and learning how to properly prioritize.

**Course Objectives:**

Upon completion of this course, the participant should be able to:

1. Understand the goals of time management & priority management.
2. Identify priorities based upon importance and urgency.
3. Identify attitudes and techniques to help stay on track.

**Required Participant Materials:** None

**Prior to Class:** N/A