



The Successful Person's Guide to Time Management

February 28, 6:30 p.m.

The class will assist individuals in better managing their time both personally and professionally. Learn what good time management is and how to evaluate your present time management skills. Learn how to change current bad habits and manage time in order to set life goals. The class will focus on tips dealing with technology time wasters and tips on how to increase their efficiency by 50% or more.

Registration is required by phoning 859-572-2600 or register at
<http://ces.ca.uky.edu/campbell>

Campbell County Cooperative Extension Service, 3500 Alexandria Pike,
Highland Heights, KY 41076