

Provider # 0005095

Course # 9626865

Certified for 1CEU  
In Operations and Human  
Resources

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Upon Completion  
Managers Will:

1. Identify Time Management Challenges
2. Learn how become organized
3. Multi-task
4. Minimize distractions
5. Manage interruptions
6. Make better use of time  
By focusing and concentrating.
7. Goal Setting

# “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.