

BALANCING PRIORITIES

WHERE:

AWC Reskilling and Technology Center
1351 S. Redondo Center Dr, Yuma AZ 85365

PRICE PER PARTICIPANT:

\$87



CONTACT INFORMATION:

ContinuingEd@azwestern.edu | (928) 317-7674

OBJECTIVES:

- Understand why it is important to manage your priorities.
- Describe obstacles to managing your priorities.
- Prioritize your tasks, activities, and responsibilities.
- Employ strategies for making the best use of your time.
- Describe ways to use technology to stay on track.

Email: ContinuingEd@azwestern.edu

To Register and Pay: (928) 317-7674

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund Cancellation Policy: A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.