Course Objectives:

- Recognize the difference between true productivity and 'fake' productivity
- Prioritize your daily work based on your key results
- Improve your ability to focus
- Work effectively with colleagues

Location: AWC Reskilling and Technology Center, 1351 S. Redondo Center Dr, Yuma AZ 85364
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.