

TIME MANAGEMENT WEBINAR



WHERE: Zoom

PRICE: \$45

You'll Learn How To:



Identify your personal time management style.



Overcome procrastination.



Apply time-saving techniques.



Interact effectively with people, manage interruptions, delegate, and maintain a support network.

Perfect for Anyone Looking To:



Improve daily productivity



Reduce Stress



Stay Organized



Balance multiple responsibilities



INTERESTED?

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.



Continuing Education