

**WORKSHOPS
THAT WORK**

SCHEDULE YOUR PRIORITIES

A REALISTIC APPROACH TO TIME MANAGEMENT

IF YOU DON'T PRIORITIZE YOUR LIFE, SOMEONE ELSE WILL.

We all get the same 24 hours. So why do some people seem to use those hours better while the rest of us are scrambling to get everything done? In fact, nearly 80% of people report feeling stressed at work and the typical employee is only productive for 2 hours and 53 minutes per workday. The good news is there are proven skills and strategies that can be learned to turn it all around, and live out your workday, and your life, with less stress, more success, and more intentionality.



Discover Your “Why?”

Learn the reasons for and the benefits of effective time management.



Take Control

Learn practical skills for managing yourself and your tasks, and managing others.



Method to the Madness

Learn proven time management strategies and methods that are easy to implement.



ABOUT YOUR INSTRUCTOR:

Tiffany Olson earned a BS and MS in Communication at Illinois State University. Over the last twenty+ years, Tiffany has taught communication courses at the college-level and now focuses her attention on corporate clients, helping them hone their skills through workshops and one-on-one coaching.

PRAISE FROM PAST ATTENDEES:

“This workshop was a total paradigm shift in the way I view my priorities and my workday. I’m going to contact my manager right now and ask him to invite Tiffany to present this class to our entire team!”

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