



**EASC Workshop Registration Form**

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**TIME MANAGEMENT**

**Dates:** February 22, 2017 and September 13, 2017

**Fee:** EASC members - \$195.00 per person • Non-members - \$235.00 per person

**Target Audience:** *Any employee for whom time management is an issue.*

**CLASS OVERVIEW:** A simple glance at the desks of various workers reveals different organizational and time management practices that individuals have adapted to their personalities. Personality preferences have an impact on how individuals successfully manage their time. Different approaches to time management are equally effective and neither approach is better than the other. In this program, you will learn how to improve your personal effectiveness by using management techniques that fit your personality. You will apply time saving techniques, learn ways to overcome procrastination, and learn a variety of methods to live a balanced life.

**After completing, fax to: 803.783.3216**

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-mail \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

**PAYMENT INFORMATION** OUR FEDERAL ID: 57-0845061

CK. ENCLOSED: \$ \_\_\_\_ BILL COMPANY: \_\_\_\_ PO # \_\_\_\_\_ CHARGE: VISA \_\_\_\_\_ MC \_\_\_\_\_

CARD# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ex.Date: \_\_\_\_ / \_\_\_\_

V CODE \_\_\_\_\_ Print Name: \_\_\_\_\_

This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.