

*Webinar on*

# **Smarter Productivity Matters**

# Learning Objectives

*Learn how to add time to your day/week*

*Learn best practices for scheduling and prioritizing your to-do list*

*Learn how to minimize distractions and interruptions*

*Learn how to organize your work so you can recover from unavoidable interruptions*

*Learn some quick email tips*

This webinar includes Smarter Time Management helps participants learn how to organize their time, mind, spaces and information.

**PRESENTED BY:**

*Darienne is a professional life coach, speaker and productivity expert who has worked with teams and organizations for over 35 years. She brings a world of wisdom to her work. A native of Mississippi, her career has been in the tourism industry. She had the distinct honor of serving as the Director of Tourism for both the states of Mississippi and Louisiana.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

Smarter Time Management helps participants learn how to organize their time, mind, spaces and information. Without awareness of new, smarter time management practices, many people will find themselves in a perpetual state of overload, chaos, clutter, and stress... all of which are counter-productive.



# Who Should Attend ?

*Executives*

*Executive Assistants*

*Marketing*

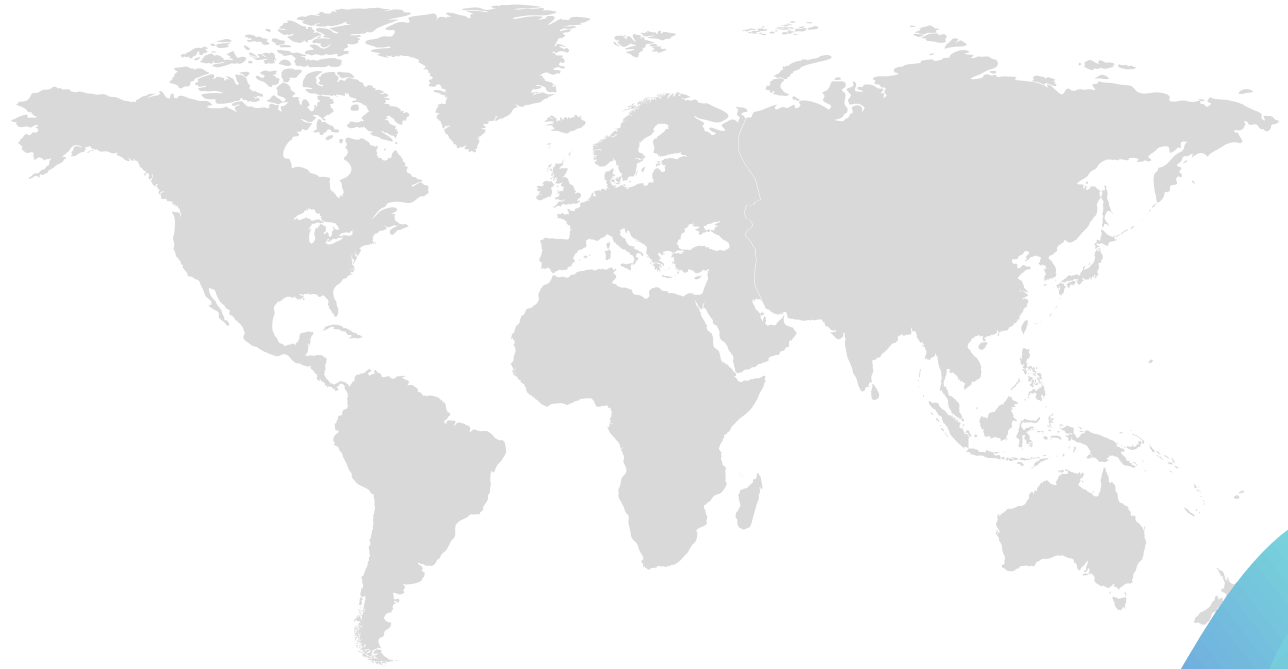
*Human Resources*

*Busy people who want to have more balance in their lives*



# Why Should Attend ?

*Most all of us crave balance! What does that even mean? To me it means not thinking about work when you are at home and not thinking about home when you are at work. The way to achieve balance is in planning, prioritizing and in creating new habits that allow you to be more productive. If you wake up in the middle of the night with thoughts of what you left undone at the office - this is the course for you. This session is packed with real, doable things that you can do to manage your time and your life more effectively.*



To register please visit:

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**740 870 0321**