

## Time Management Basics



### Advanced Questions

Please ponder the following and be prepared to share. You WILL be called upon:

Define your time management challenges. What do you know you could do better?

Which statement best describes your #1 time management challenge?

1. *“My day ends and I don’t feel as though I have done the right things”*
2. *“I’ll get myself organized, but it doesn’t last”*
3. *“I don’t know where to best focus my selling time”*

### Workshop format and guidelines:

- Be early to the call to make certain you have a good connection. If there are technical issues once the workshop starts, I cannot help as I am running the program.
- This is a Zoom call. If you want to join audio only, that is fine. Just be sure you are in a quiet environment OR put yourself on mute.
- Come prepared. Put some thought into these questions.
- Share your thoughts, but please keep your comments brief. These workshops work best when everyone gets a chance to speak. I will apologize now for cutting you off in order to keep the conversation going.
- When the workshop is over, I will send you the highlights of the conversation but you are encouraged to take notes as well.

### Zoom Tip

Note: Access this workshop best by clicking on the link provided on the event page or in the email confirmation. If you copy and paste, Zoom will ask you for a passcode.

