



**Saugeen**

Economic Development Corporation  
*A Community Futures Development Corporation*

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***We provide the opportunity to work with a business trainer and interact with other business owners to gain new ideas, growth strategies and success tools.***

## In-House Workshops



### *It's About Time!*

Looking for effective ways to manage your time and become better organized?

Join this this 3-hour Time Management seminar and learn easy steps to create a simple system for organizing information, tasks, and planning. This energizing, informative seminar will help you create new habits to reduce stress and increase professional and personal productivity!

**Wednesday, April 18, 2018th**

**9:30 a.m. – 12:30 p.m.**

This seminar will cover:

- Managing Information: setting up an elegant, reliable system of “bins and lists” for recording and tracking information and keeping workspace organized.
- Managing Activities: prioritizing and creating new habits for moving forward on all projects with less stress and more productivity.
- Managing Goals: creating a “magnetic north” that guides activities towards more productive and rewarding goals.

Workshop led by Patricia Q. Campbell, PhD, owner of “**Love2Learn**” business & professional coaching.

Pre-registration required/\$35 per session  
“No Charge for Business Excellence Training Program Clients”