



School of Human Resources  
and Labor Relations  
MICHIGAN STATE UNIVERSITY

## PROFESSIONAL DEVELOPMENT

# TIME AND PRIORITY MANAGEMENT

## PROGRAM DESCRIPTION

**Your time is valuable** – and how you spend your time at work can directly impact how much time you have for other priorities in life. With the practical strategies in this half-day virtual session, you will learn to:

- » Accomplish more in less time
- » Reduce stress by prioritizing action items
- » Deliver on your commitments – on time, every time
- » Build your reputation as a dependable, high-performing team member

## PROGRAM DETAILS

This is an engaging and highly interactive half-day program presented live via Zoom.

## UPCOMING SESSIONS

- May 30, 2024  
12:30pm - 4:30pm ET
- September 5, 2024  
8:30am - 12:30pm ET

## REGISTRATION FEE: \$500

All of our classes include strategies to minimize Zoom fatigue and ensure an enjoyable, informative learning experience.

## READY TO BEGIN?

To register or learn more about this program, scan the QR code or visit us online at <https://hrlr.msu.edu/time>



## QUESTIONS?

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