

Done 2.0!

Updated & Revised

***A Handbook of Time Management Strategies for
Regaining Command of Your Day***

Agenda

This program is broken down into four distinct topical areas all focused on increasing your command over your practice and delivering the best client service possible. During the 60-presentation, we will cover

00:00 to 03:00	Opening
03:00 to 15:00	Best Practices for E-mail Management
15:00 to 30:00	Best Practices for Schedule Management
30:00 to 45:00	Best Practices for Task/Project Management
45:00 to 55:00	Best Practices for Workplace Management
55:00 to 60:00	Q&A and Closing