

Time Management

Have it the way you want!

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Time Trap II

Have that so-many-things-to-do-so-little-time feeling? Take charge now, keep things under control and accomplish all your goals. Based on Alex Mackenzie's book *The Time Trap*, this timely program explains how to:

- Use a time log to identify your personal time wasters
 - Set long-range goals and daily priorities with deadlines
 - Identify your number-one priority and get it done first
 - Tactfully say "no" when necessary
- (20 min) **DuPont.** #26-HR75-DVD \$745

