

**TIME MANAGEMENT LUNCH & LEARN**

**Presented by: David L. Osburn, MBA**

**September 22, 2010**

**2:00 to 4:15 p.m.**

**2 Hours CLE Credit**

**This seminar will provide you with an overview of time management to improve productivity and effectiveness. The session will emphasize three time factors – “time wasters” or stealers, “time savers,” and “time management techniques.” These concepts will highlight the relationship of “time management” and “behavioral science” versus traditional time management tools or “gimmicks.”**

- I. Time Management. What is it?**
- II. Time Wasters of Stealers, Time Savers, and Time Management Techniques.**
- III. Time Management and Behavioral Science**
- IV. Time Management “Gimmicks”**
- V. Managing Oneself to Improve the Management of Time**