

Score Business Workshop Course Details

Please see the [Workshop Calendar](#) for Dates & Times

Course Title	Typical Length
Time Management	3 ½ hours

Short Description	Typically Recommended For		
	Planning & Evaluation	Inception & Start Up	Operating Businesses
How to identify and manage deadlines and priorities in your business	yes	yes	yes

Detailed Course Description

We are all limited to 24 hours a day. However, what we accomplish each day varies dramatically by individual. Learn new skills, tips and strategies to become a high performer.

For example:

- * Focus on tasks that achieve your most important life and work goals
- * Eliminate unimportant tasks and learn how to say "No"
- * Use tasks lists effectively
- * Determine daily and weekly goals and tasks
- * Use technology to increase efficiency
- * Manage priorities and deadlines
- * Delegate for maximum benefit
- * Deal efficiently with paper
- * Manage your mail
- * Phone timesavers
- * Meeting do's and don't's
- * Take breaks to recharge
- * Avoid procrastination
- * Be "perfect enough"



Instructor Tom Howe

Workshop attendees will also receive free access to additional online training materials

Instructor Information

Tom Howe has been a practicing attorney for over 25 years and owns 2 technology companies. He has written 4 books (law and software programming) and speaks at legal conferences throughout North America and technology conferences around the world. His practical and entertaining presentation style makes him a highly sought after speaker.

Recommended Background or Prerequisites

None required.