


# Section 1

## Introduction to Time Management and Productivity





- **Some people accomplish a lot more than others in the same amount of time**
- **They have great time management skills**



**The people who achieve the  
most know how to manage  
their hours impeccably well**

- **By learning to use the techniques outlined in this class, you will be on your way to becoming one of those people**





- **You will improve your abilities to work in a more efficient manner**

