

Title IV-E Collaborative Presents

Time and Energy Management

Matthew Rensi

Matthew Rensi is a Licensed Professional Clinical Counselor working as the Training Manager in the Training Division at Community Solutions. Matthew has experience providing therapy to the psychotic, homeless, and juvenile justice populations. He has experience providing CBT and MI trainings, and has utilized his military service to develop and facilitate a community mental health safety training.

Thursday, March 18, 2021

9:00 am - 11:00 am

ZOOM

Registration ends Wednesday, March 10th

Link sent on Friday, March 12th

Course Description: Often, remaining focused and completing tasks on time can be challenging due to disruptions like phone calls, meetings, texts, and other people's crises. Even with these seemingly never-ending demands, many of us could feel a lot more productive if we increased our self-management skills when it comes to where we focus our time and energy. In this course, you will develop a basic understanding of time management skills by learning techniques to help recognize the most common distractions and how to best react in these "moments of choice". Mastering time and energy management helps us reach our goals and reduce stress.

By the conclusion of this workshop, participants will be able to identify and practice:

- Identifying their biggest time stealers which reduce their efficiency and establish solutions to reduce or remove their negative impact.
- Acquire practical time and energy self-management skills for scheduling, planning, and prioritizing work.
- Discuss a range of time management solutions with their peers.

Eligible County Employees



For questions contact Staff Development & Training at
Rianna.Garcia01@ssa.sccgov.org

Must obtain Supervisor approval prior to registering

Eligible Non-County Employees

Register on-line @

<https://register.asapconnected.com/Courses.aspx?CourseGroupID=28977>

If you have questions please email us at:

T4e.collaborative@gmail.com