

# Title IV-E Collaborative Presents

## Time Management

Matthew Rensi

Thursday, November 12, 2020

9:00 AM to 11:00 AM

Online via Zoom

Registration ends Wednesday, November 4, 2020

Link given by Friday, November 6, 2020

**Matthew Rensi** is an Associate Professional Clinical Counselor working as a Therapist in the Aftercare program at Community Solutions. Matthew has experience providing therapy to 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.

**Course Description:** Often, remaining focused and completing tasks on time can be challenging due to disruptions like phone calls, meetings, text and other people 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'll 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 & 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 established 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](mailto:Rianna.Garcia01@ssa.sccgov.org)

\*Must obtain Supervisor approval prior to registering\*

### Eligible Non-County Employees

Register on-line here:

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

If you have questions please email us at:

[T4e.collaborative@gmail.com](mailto:T4e.collaborative@gmail.com)