



# Strategic Time Utilization

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*Time Is What We Want Most, But What We Use Worst*

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A time management class is a structured learning program designed to equip individuals with the skills and strategies needed to effectively organize and prioritize their time, maximizing productivity and achieving goals.

## **What trainees will learn:**

- Prioritize tasks
- Set goals
- Create effective schedules
- Manage distractions
- Identify and overcome procrastination

## **How this training will benefit your company and employees:**

- It will Increase productivity
- The ability to meet deadlines consistently
- It will improve morale
- It will enable better decision making through focused prioritization and clear planning

*This training is typically offered in 8 to 24 hours, offering greater depth of topic coverage with more hours. Onsite training may be customized to meet your business needs.*

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## **ABOUT CHARLES Z. RADNEY, ACG**



### **Education and Special Industry-Related Trainings**

Certified Instructor NCCER  
National and Local ATD Member

### **Industry Experience**

*My success as a Corporate Trainer has come in large measure from a relentless commitment to providing the finest training services in the country.*

### **Communications and Leadership Experience**

Member of Toastmasters International 15 years

Advanced Communicator Gold, Advanced Leader Bronze

Past Chairman Toastmasters IE Speakers Bureau