

PHL PNE

PHILADELPHIA INTERNATIONAL AIRPORT
NORTHEAST PHILADELPHIA AIRPORT

TIME MANAGEMENT: CONTROL YOUR TIME, MANAGE YOUR LIFE

Presented by:



WE ALL GET 24 HOURS A DAY—BUT HOW WE USE THOSE HOURS MAKES ALL THE DIFFERENCE. THIS PRACTICAL, RESULTS-ORIENTED WORKSHOP IS DESIGNED TO HELP YOU TAKE BACK CONTROL OF YOUR TIME AND DIRECT YOUR ENERGY TOWARD WHAT MATTERS MOST.

THROUGH INTERACTIVE DISCUSSIONS AND HANDS-ON ACTIVITIES, PARTICIPANTS WILL LEARN HOW TO OVERCOME COMMON TIME TRAPS, SET MEANINGFUL GOALS, AND IMPLEMENT SIMPLE BUT POWERFUL STRATEGIES TO MANAGE THEIR DAY WITH MORE CLARITY, FOCUS, AND PURPOSE.



KEY TOPICS INCLUDE:

- IDENTIFYING YOUR BIGGEST TIME MANAGEMENT CHALLENGES
- SETTING SMART GOALS THAT GUIDE YOUR DAY
- PRIORITIZING TASKS FOR MAXIMUM IMPACT
- PLANNING AND ORGANIZING WITH INTENTION
- MASTERING 5 KEY TIME MANAGEMENT STRATEGIES
- BUILDING HABITS THAT STICK
- CREATING A PERSONAL ACTION PLAN FOR BETTER TIME USE



OCT 7, 2025



9:30 - 12:30
AM - PM



International Plaza Two,
Suite 325
HR Training Room E