

# TIME MANAGEMENT & GOAL SETTING FOR 2023

Participants will leave this workshop with specific skills, techniques and resources that will enable them to manage their time most effectively and be of greatest value to internal and external clients. This workshop will provide actionable tools to reduce stress and maximize focus and productivity for the new year.



## During this 60-minute virtual workshop participants will:

- Complete an exercise to identify professional and personal goals for 2023;
- Establish top priorities and break down goals into action steps;
- Learn time management strategies for focusing on the most important things, not just the urgent ones;
- Develop a system for planning by using a Daily Action Plan to prioritize top work items;
- Learn how to become proactive and to take action on long term projects;
- Master techniques for controlling emails and other interruptions;
- Strategize ways to manage and work effectively with multiple bosses and on multiple projects simultaneously;
- Establish wellness practices and a positive mindset to fuel focus and productivity.

*Since starting her business in 1996, Eva has provided Time Management Training for over 9,000 attorneys and law firm professionals. She is the author of Your Fairy Job Mentor's Secrets for Success and the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. Eva has an MBA in Marketing, is certified in the FrankinCovey Time Management System and is a certified Health Coach through the Institute for Integrative Nutrition.*

To learn more, visit our website at  
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Since starting her business in 1996, **Eva Wisnik** has conducted over 800 training programs for AmLaw firms