



**The Roane County Chamber of  
Commerce and SCORE present**

# **The Lunch and Learn Workshop Series**

## **Time Management**

**Strategic Concepts and Practical Time Savers**

*Are you working on what is urgent or what is important?*

*Do you understand your ROTI (return on time invested)?*

*How are you doing on meeting your work goals? Personal goals?*

*Do you know what to delegate? Outsource? How to effectively do so?*

*Do you effectively manage paper (hard copies and electronic)?*

*Are you good at handling interruptions?*

*Do you manage the work or are you being managed by the work?*

**Thursday, January 28<sup>th</sup> Noon – 2 p.m.**

**Space is limited so call 865-376-5572 to reserve your spot now!**

Free to Chamber Members; \$35 to Non-Chamber Members

**Lunch will be provided**