




# Get Momentum

## Advanced Time Management

 Maximize productivity, get more done and have more energy at the end of the day. Stop managing minutes and effectively focus on what needs to be done.

## Course Work Goals:

<p>“Know thy time.” – Track your actions.</p>	<p>Update your approach to work.</p>	<p>Set yourself up to win, more.</p>	<p>Collaborate more effectively.</p>
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