

In Person Class

PRODUCTIVE WORK HABITS



REGISTER EARLY

AWC RESKILLING AND TECHNOLOGY CENTER



SCAN TO REGISTER

COURSE OBJECTIVES:

- RECOGNIZE THE DIFFERENCE BETWEEN TRUE PRODUCTIVITY AND 'FAKE' PRODUCTIVITY
- PRIORITIZE YOUR DAILY WORK BASED ON YOUR KEY RESULTS
- IMPROVE YOUR ABILITY TO FOCUS
- WORK EFFECTIVELY WITH COLLEAGUES

JULY 28, 2023
9:00 AM - 1:00 PM
PRICE: \$85

Location: AWC Reskilling and Technology Center, 1351 S. Redondo Center Dr, Yuma AZ 85364

Email: ContinuingED@azwestern.edu

To Register and Pay: (928) 317-7674

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund/Cancellation Policy: A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.