



## TIME MANAGEMENT

December 1, 2022 | 9:00 – 11:00 AM | Assisted Living & Skilled Nursing Emphasis

### COURSE OVERVIEW

All leaders have the same 24 hours in any given day. During this webinar, participants will learn how top executive performers effectively manage their time and projects while learning tangible tools to create more margin in their schedules. Additionally, participants will learn ways to help their own teams make strategic changes to optimize productivity and, as a result of this presentation, the participant will be able to:

- Identify five key time management strategies used by high performing executives.
- Learn various tools to use to help identify, track and trend obstacles to productivity and implement interventions to gain more time and productivity in their day.
- Learn the basic principles of prioritization and delegating in leadership roles.
- Identify tools and interventions to help mentor and coach team members who are struggling with productivity.

### REGISTRATION INFORMATION

**\$39 per facility** WHCA Member Rate

**\$78 per facility** Non-WHCA Member Rate

*You may have as many people join in as you would like—one phone/computer may log in per registration! Please register only one person for the webinar unless a second individual plans to log in from a separate location.*

**Login and dialing instructions** will be emailed on the day prior to the webinar.

**Two CEUs** will be granted to each individual who completes the live webinar presentation.

### SPEAKER

**Samantha Jones**, Regional Senior Care Operator and Executive Coach, brings over 20 years of experience leading teams to positive outcomes in the complex and constantly evolving world of post-acute care. Her extensive leadership experience and background as a clinical counselor give her the expertise to manage teams with vision and decisiveness. Samantha has always been passionate about helping individuals and businesses maximize their potential. With a foundation as a clinical counselor with a master's degree in Clinical Counseling, Samantha has seamlessly transitioned from healthcare administration to leadership roles and executive coaching. By applying the proven counseling principle of listening first to understand her clients' needs and goals, Samantha can help executives and teams achieve measurable success.

[REGISTER HERE](#)

### SPONSORED BY:

Samantha Jones  
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If you have any questions or need assistance completing the online registration process, please contact Sandy Ostergard | ☎ (800) 562-6170, extension 102.