



TIME MANAGEMENT: ARE YOU “BUSY” OR “PRODUCTIVE”?

SESSION TIME & LOCATION: 11:45 A.M.–12:45 P.M. • Education Session/Crystal Room •

PRESENTED BY: Pat Trombello, Technical Training Consultants, Inc.

Learn the 12 steps to becoming more organized and take control of your day!

We all have the same number of hours in a day, so why do some people seem to get more accomplished than you do? The key is how we organize our tasks. Don't allow your time to be stolen from you by co-workers or other people with whom you interact.

- Recognize when you are most productive during the day
- Learn the top Apps to help control your hours
- Manage the distractions in your day
- Identify the benefits from organizing the hours in a day
- Take the Self-Assessment on how well you Delegate

"By Failing to Prepare, you are Preparing to Fail." (Benjamin Franklin)

PRESENTER INFORMATION

Patricia Trombello, CPM, provides training and consulting services to property owners, brokerage firms, and other corporations involved in real estate. Pat is President of Technical Training Consultants, Inc. and its' subsidiary, TTC Realty Group, located in Lisle, Illinois.

Pat specializes in the leasing and management of residential property. She provides pre-license training to prospective leasing agents, in addition to Continuing Education for Managing Brokers, Brokers, and Leasing Agents. Ms. Trombello conducts programs for corporate training on topics including Customer Service, Ethics, and Leadership Skills.



Pat is an Illinois Real Estate Managing Broker, Wisconsin Real Estate Broker, Community Association Manager (CAM), Certified Property Manager (CPM), and an approved Pre-license and Continuing Education instructor for the Illinois REALTORS. Ms. Trombello holds a Bachelor's degree in Real Estate from DePaul University, Chicago, IL.