

**SEPTEMBER  
2026**



**MLE LIVE MONTHLY WEBINAR SERIES**

# **MANAGING YOUR PRIORITIES TO MAXIMIZE YOUR DAY**

**DATE: 9/9/2026**

**TIME: 1:30PM TO 2:30PM EST**

In today's dynamic and fast-paced business environment, honing your planning and prioritizing skills is essential for success. Juggling competing priorities, tight deadlines, meetings, and constant interruptions can easily derail your professional growth, hinder team performance, and contribute to stress and burnout. In this engaging session, participants will acquire practical skills, tools, and techniques designed to maximize effectiveness and boost productivity. Join us for this interactive experience where you'll engage in self-analysis exercises that you can apply to your daily routine immediately for instant results.

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