



# Skills certificate

No. 408324475479673068

## Guillermo Garcia



On 10 December 2021

### Time management in the digital age

- Tell the difference between a priority and an emergency
- Get organized to improve performance
- Oversee external disruptions: protect yourself, delegate, say no
- Reconcile work and personal life
- Identify the sources of stress in your life and act on them



**Naomi Bearcroft**  
Expert

**Pierre Monclos**  
Head of training

Single link:  
<https://unow.fr/certificats/408324475479673068>

Unow.fr  
Training Organization No. 11 75 53265 75

