Improving your Priority-based Time Management Skills

Are you conflicted by the many demands on your time? Do you effectively manage your time or is time management a constant struggle? Come learn priority-based strategies for effective time management and increase your productivity! Bring your paper or electronic calendar for a hands-on activity.

Jay Spitulnik is an organizational consultant who has provided training, assessment, development, and performance improvement to healthcare systems, academic institutions, and private companies for over 20 years.

Wednesday, March 19, 2014
1:30 to 2:30 p.m.
Lazare Auditorium, S1-607
Refreshments will be served