

A 3-Part
Productivity Series



WORK SMART



NEED HELP GETTING THINGS DONE?

Productivity can often feel like an unattainable goal. But the truth is you can't change working habits overnight. Small changes in how you work can add up to big improvements over time.

Join us for a 3-part series where you'll discover useful tips and techniques for getting things done by working smarter, not harder.

Please note: Participants may register for any or all sessions.



01 Gift of Time: Building Better Meetings

Monday, November 7 | 3:30 PM-4:40 PM

We've all been in *that* meeting. Everyone's time is important. Whether you're attending a meeting or leading one, it must be structured intentionally to be successful. In this one-hour session, participants will learn how to build better meeting structures and discuss tips for how to improve existing meetings.



02 You've Got Mail: Taming Your Inbox

Monday, December 5 | 3:30 PM-4:40 PM

Remember the days when you actually looked forward to getting an email? While we can't bring back the novelty of AOL, we can help you manage your unruly inbox. During this one-hour session, you'll walk away with easy-to-implement tips to put your email to work for you whether in the office or out.



03 Go long! Learning How to Delegate

Monday, January 9 | 3:30 PM-4:40 PM

Delegation is an essential skill that is rarely taught but is critically important to maximizing productivity. Whether you manage a team of 2 or 200, this session will provide you with delegation strategies that will help take your team further faster.