

save - the - date!
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Brought back by popular demand!!

The King County Non-Profit Staff Development Coalition Project (NPSDC) presents...

Managing Time, Paper and Information

Tuesday | May 6, 2008 | 8:30am – 4:30pm

Location: The 2100 Building | 2100 24th Ave South | Seattle WA 98144

How long has it been since you've seen the top of your desk?

Has the paper in your life insisted that it's in control and that you are not?

Filled with practical tips that you will immediately be able to apply to your work life, this interactive workshop will teach you how to save time and be more efficient. It will show you how to organize your paperwork and create systems that you will be able to keep under control. You will learn how to make effective decisions, how to prioritize, and how to get that paper off your desk!

(Whether you are frontline, supervisory or managerial staff, this workshop is for YOU!)

Participants will learn:

Time Management

1. Strategies for minimizing time wasting interruptions from nonessential phone calls to unscheduled visitors.
2. Solutions for balancing multiple and diverse tasks and deadlines.
3. Strategies for dealing with our own personal time wasters such as controlling, perfectionism, lack of planning and the inability to say "No".
4. Planning that minimizes Crisis Management which will include:
 - Applying Covey's Time Management Matrix to the work day.
 - Setting specific, realistic and measurable goals.
 - Working from the bottom up instead of the top down.

Paper/E-Mail Management

1. Criteria for eliminating unwanted paper and e-mail.
2. Methods for organizing the work space.
3. How to use a delegation station.
4. Different systems for keeping track of your To-Do's.
5. How to work your calendar so that things get done.
6. Techniques for keeping up with the reading.
7. Principles of effective filing.
8. Organizing the rolodex or contact lists.

"After sixteen years and an office that always looked like a bomb had gone off, I have made a great change—so you see, there is no truth to the saying 'you can't teach old dogs new tricks'. I can honestly say that your paper management system really works".

"Ellen Langan (the trainer) is worth the cost of the event all by herself.... This workshop truly provided me with the information I came... to find. Outstanding presenter and presentation".

TRAINER: **Ellen Langan**, (Speaker-Trainer-Organization Consultant) – Langan & Associates

WORKSHOP FEE

Coalition Member Organization

\$90 per participant [for 1-5 staff from member organization]
\$80 per participant [6 or more staff from member organization]

Non-Member Organization

\$120 per participant

Lunch will be on your own.

Continuing Education Units/Clock Hours

Participants can register for Highline Community College **Continuing Education Units (CEUs)**.
The cost is \$10.00 per course. CEU forms are available at the workshop.

Free Clock Hours available at the workshop.

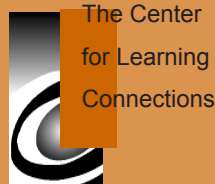
REGISTER ONLINE TODAY !! *(space is limited)*

To register online, go to: <http://www.learningconnections.org/coalition/workshops/2008/May6>

Contact

For more information about this workshop, contact **Anna McCain** (206) 870-5908 or E-mail: amccain@highline.edu

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