

Center for Learning Connections presents....

## Managing Your Workload: Paper, Time and E-mail Strategies

Wednesday, January 16, 2008 | La Quinta Inn & Suites | 1425 East 27th Street | Tacoma WA 98421

*Is paper controlling your desk and your life?*

*Are you overwhelmed by e-mail and paper information?*

*Would you like to (finally) get really organized?*

This workshop will help you organize your work and your life. This 7-hour training is practical, interactive, and designed to support actual implementation of strategies. Further, you will see how to organize your paperwork and create simple-to-use organizational systems. You will also learn how to make effective decisions about incoming information, how to prioritize, and how to get that paper off your desk!

### PARTICIPANTS WILL LEARN

#### Time Management Strategies

- Balance multiple and diverse tasks and deadlines.
- Identify and manage personal time wasters such as controlling, perfectionism, lack of planning and the inability to say "No".
- Effective planning to minimize Crisis Management.
  - Use Covey's Time Management Matrix.
  - Set specific, realistic and measurable goals.
  - Work from the bottom up instead of the top down.
  - Keep track of tasks so deadlines are not missed.
- Minimize time wasting interruptions.

#### Paper/E-Mail Management Techniques

- Eliminate unwanted paper and e-mail.
- Organize and maintain your work space.
- Track your To-Do's.
- Use your calendar so that things get done.
- Design effective paper and e-mail filing systems.
- Manage multiple projects successfully.

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

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#### WORKSHOP FEE

Fee of \$140 includes snacks, lunch and all materials.

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

To register online, go to:

[www.learningconnections.org/clc/workshops/2008/jan16](http://www.learningconnections.org/clc/workshops/2008/jan16)

#### FREE CLOCK HOURS / CEUS

Free Clock Hours are available after the workshop.

Participants can register for Highline Community College **Continuing Education Units (CEUs)** Before starting a course. The cost is \$10 per course. Participant should call Extended Learning at (206) 870-3785 to apply.