

# Center for Learning Connections

Workshop

Center for Learning Connections presents....

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

"This workshop was originally developed and delivered in Seattle - King County by the Non-Profit Staff Development Coalition project (NPSDC). Due to positive feedback from participants and high demand for this training topic, the Center for Learning Connections (CLC) is now bringing this workshop to your area."

Thursday, July 29, 2010 | 8:30am - 4:00pm | DSHS | 6860 Capitol Blvd S. | Tumwater, 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

#### CONTACT

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#### WORKSHOP FEE

Fee of \$95, lunch on your own.

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

To register online, go to:

[www.learningconnections.org/clc/workshops/2010/jul29](http://www.learningconnections.org/clc/workshops/2010/jul29)

#### 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.