Focus on Core Competencies

Online via Zoom
Thursday, April 16, 2020
from 1:00 to 3:30

Agenda:

1:00 – 3:30 pm “Making the Clock Work for You”

Presented by Rachael Clews, SW Family and Consumer Sciences Extension Specialist

Is 24/7 not enough? Learn the components of time management: understanding how and where we spend our time, learning to prioritize and plan tasks, and identifying and dealing with time wasters. Become familiar with the latest apps to help you manage your time and increase productivity. Hands-on activities and worksheets will help you grasp concepts quickly to extend the learning, personally and professionally.

Registration:

Register by filling out the online registration survey
Deadline: Monday, April 13, 2020

More Information:

For more information, contact Laurie Chandler or Jennifer Wilson.

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