

Chart Your Flight Plan: Increasing Personal Effectiveness

Workshop for Faculty and Staff

The bad news is that time does fly.

The good news is that you are the pilot!

What past participants have said about this program...

The training will help me to better manage my projects and to organize the tasks needed to accomplish them. I can utilize the 'time management' system right away.

I enjoyed the material and the instructor's presentation. He was an excellent teacher and was very in tune with the needs of the class!

I am delighted with this course. I commend the instructor who is outstanding. I have already begun using several tools and principles that I learned.

This program gives participants the skills to make a significant and immediate impact on daily productivity. You will identify old, non-productive habits and replace them with the proven habits of top achievers. Most importantly you will discover the key to focusing your efforts on the most important tasks. This allows you to produce results that meet your organization's goals and do so on time and within budget. The methods learned in this program will benefit you in both your personal and professional life.

You will learn how to:

- Implement a Personal Work Management System to increase your effectiveness.
- Connect a long-term organizational vision to your daily activities and work assignments.
- Identify strategies for controlling your job instead of letting it control you.
- Evaluate tasks and goals using the lens of criticality and importance.
- Manage 'shifting' priorities and effectively juggle tasks and projects.
- Develop action plans and goals through setting key objectives.

**Monday
June 18, 2012**

8:30 am – 12:30 pm

**University Center
Room 312**

About the Facilitator:

John Egan is a Principal of Workforce Innovations, a Maryland-based organization development consulting firm and an adjunct faculty member at UMBC Training Centers.

Mr. Egan has authored articles on personal development and change management and is a frequent speaker at national conferences. He has helped participants think more critically and creatively through his workshops and retreats.

Register on the web by June 8th at: www.umbc.edu/training/

Spaces are limited and pre-registration is required.



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