

Time Management Basics

In this session, we will discuss 1) the “why” and “how” of effective to-do lists; 2) strategies for better use of time; 3) a method for tactical planning of the week and day to stay on top of your priorities; 4) ideas for making changes

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January 18, 2018 at 12 noon
Moss Auditorium 1020 COMRB
(909 South Wolcott)

***** Note new location! *****

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