

# Accomplishing More with Less

## Who Should Attend?

This workshop is open to all managers, administrative assistants and analysts who manages their calendar.

## Dates:

August 12, 2016  
October 7, 2016  
December 9, 2016

**Time:** 8:30-4:30pm

## Location:

Laurel Heights  
3333 California  
Regents Room

**Fee:** \$135.00

Register at:

**UC Learning Center**

Search word: AML

For questions contact:  
LearningandDevelop-  
ment@ucsf.edu

*Is your inbox out of control?*

*Feeling like you need more hours in the day?*

*Accomplish more with less time, less effort, and less stress!*

In this one-day workshop, you will learn how to harness the power of organizational skills to deal with today's most pressing workplace issues, such as time management, prioritization, dealing with interruptions, email, calendars and to-do lists, as well as organizing electronic and paper documents.

Most importantly, you'll learn how to feel reenergized at work and beyond!

Takeaways include:

- ◆ Work more strategically
- ◆ Better manage interruptions and stay focused on the task at hand
- ◆ Organize and manage your electronics and paper information easily and efficiently
- ◆ Manage stress through purposeful action
- ◆ Collaborate with your team more effectively

\*\* Each participant is responsible for cancelling his/her registration in the UC Learning Center before the cancellation date reflected in the course details. Not doing so will result in paying for the full cost of the class. This applies to both late cancellation and not showing up without cancellation.

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