

UWF TeCMEN Workshop

Personal Organization and Time Management: Imagine this situation: After a month of work, you send an important report to your colleague. His task is to edit the wording and make a few key decisions to finalize a small part of the document. The colleague delays his response. After numerous reminders, he sends it back the day before the deadline. This means the team must rush to complete final changes. His delay caused serious stress, and it's not the first time that this has happened.



Working with unsystematic employees can be a taxing occurrence, especially when it starts impacting output. If it is your responsibility to help get your team organized, then this workshop will help you educate specific team members tactfully. Whether they're colleagues, team members, or the boss, we will discuss techniques to overcome deficiencies related to time management and personal organization.

Course Leader: Lane Rees, the owner of Human Resource Solutions, has over thirty five years in strategic and practical human resource leadership.

Location: The session convenes at the UWF Fort Walton Beach Campus; 1170 Martin Luther King, Jr. Boulevard. The classroom number will be provided by email to each of the registered participants.

Date: Wednesday, September 8. **Time:** 8:30 AM – 10:00 AM.

Questions about registration: Please email Nicole@UWF.edu