

RETHINKING TIME MANAGEMENT

Date, Time, Location

Tuesday, March 30, 2021

11:00am-12:00pm

Zoom information provided upon registration

Program Description

Let's talk about time management! In this month's learning circle, join us as we discuss approaches and strategies to managing your time. We will review the [*Getting Things Done \(GTD\)*](#) productivity system by David Allen followed by a discussion on the following:

- *Is time management about emotional management?*
- *Is multitasking a myth or effective time hack?*
- *Do to-do lists really improve productivity?*

Get a head start by watching [*How to Multiply Your Time*](#) Tedx Talk by Rory Vaden!

Registration Information

To register, click [here](#).

If you are in need of an accommodation, please email staffdevelopmentcenter@csusb.edu or call (909) 537-3125 at least 72 hours in advance .

Learning Circle
Coyote