

10270 Old Columbia Rd., Suite 100,  
Columbia, MD 21046  
410-381-8660 \* FAX 410-381-1558  
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48 Hour cancellation notice for refund. Not  
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Maryland Works, Inc.

**3 Easy Ways to Register!**

\*Fax: 410-381-1558

\* E-mail: [registration@mdworks.com](mailto:registration@mdworks.com)

\*Mail to: Maryland Works, Inc.

10270 Old Columbia Rd, Suite 100  
Columbia, MD 21046-1854

## Manage Your Time & Save Your Sanity Effective Time Management

Thursday, April 19, 2012

9:00 a.m. – 12 noon

Registration begins at 8:30 am

The most successful people are the ones who have the intelligence, energy and discipline to manage their time effectively. This program is for those challenged by managing multiple priorities and eager to dramatically increase the personal value they add to their organizations. Explore how to assess time management strengths and determine which areas would benefit from increased time control; examine skills to maximize control through planning, delegating and monitoring resources; and review conservation techniques to reduce time expenses in performing vital business functions.

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. Simple and practical – this program can help you work smarter, not harder.

**Speaker: Joni Daniels** is an accomplished and dynamic speaker who has delighted audiences of all sizes for more than twenty years. As a consultant, trainer and entrepreneur, Joni possesses a wealth of career experience from which she draws and develops targeted, relevant and substantive presentations for audiences at all levels of personal and professional development.

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_ **Member @ \$50.00** (\$45.00 for each additional attendee from  
the same agency)

\_\_\_ **Non-Member @ 75.00**

**Method of payment:** \_\_\_ **Visa** \_\_\_ **Mastercard** \_\_\_ **Check** enclosed (payable to Maryland Works, Inc)

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**ADA Accommodations** (please specify) \_\_\_\_\_ **Deadline for special needs is two weeks prior to program date**