

**Register Early!
Seating is Limited**



Maryland Works, Inc.

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1558
www.mdworks.com

Essential Time Management Skills

Tuesday, September 14, 2010

9:00 a.m. – 12 noon

Too much to do and not enough time?

During this interactive workshop on time management principles, participants will identify time-eating tasks, discover personal "time wasters," learn how to manage task through prioritizing, and learn ways to overcome procrastination.

Participants will find practical tips to have more time for themselves when the day is done, plus the energy to enjoy it!

Speaker: Suzette Langley, MSW, CPC is an executive coach and trainer with over 10 years of experience in transforming human behavior. Her passion is coaching emerging leaders to reach their potential through effective communication and leadership skills. She has helped her clients get the most out of their time, professionally and personally, by providing practical skills that work.

Name _____ Title _____	
Organization: _____ Email _____	
Address: _____ City _____ State _____ Zip _____	
Phone ____/____/____ Ext. ____ Fax: ____/____/____	<input type="checkbox"/> Member @ \$45.00 (\$40.00 for each additional attendee from the same agency) <input type="checkbox"/> Non-Member @ \$70.00
Method of payment: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Check enclosed (payable to Maryland Works, Inc)	
Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)	
Name as it appears on the card _____	3 Easy Ways to Register! *Fax: 410-381-1558 *E-mail: registration@mdworks.com *Mail to: Maryland Works, Inc. 10270 Old Columbia Rd, Suite 100 Columbia, MD 21046-1854
Signature _____	
E-mail _____ (Credit Card receipts will be e-mailed)	
ADA Accommodations (please specify) _____	
Deadline for special needs is two weeks prior to program date	