



"The cure to information overload
is more information."

- David Weinberger

Managing in Times of Information Overload

Is your inbox overwhelming? Your "to-do" list never-ending? Have you forgotten what it feels like to actually be "caught up?" If you answered yes to these questions, you might be suffering from *Information Overload*, possibly compounded by a case of *Urgency Dependence*.

If you find yourself lurching from one deadline to the next, feeling forced to pay more attention to what must be done immediately than to what is truly important to you, this *timely* workshop is for you.

Building on the best time management methods, as well as programs designed to *lower frustration, diminish stress, and improve relationships* both on and off the job, this **1-day program** can help you realize a more meaningful and satisfying life, in spite of the accelerating pace of change...and the volume of 24/7 information constantly coming toward you!

\$125

8:30 – 4:30

Self Direction & Flexibility

Attending this workshop will allow you to:

- Practice *PAMMO* to more efficiently manage email and planning.
- Take the *Urgency Quiz* to discover your personal *Urgency Mindset*.
- Assess how effectively you currently use your time, and how to make better use of it.
- Use a *Third Wave Weekly Planning System* to "schedule priorities instead of prioritizing schedules," and stay focused on what is important, not merely urgent.
- Practice mindful, in-the-moment techniques to give others your undivided attention.
- Select and plan how best to use your preferred methods of stress reduction.
- Apply a set of *Appreciative Inquiry* questions to help create your ideal workplace.

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