

Have you ever wondered, "How am I supposed to get all of this done? Reports, meetings, evaluations, proposals—and everything needs to be done **NOW!**" In order to decide what work is most important, you must know the specific outcomes you and your organization want, and then break those outcomes down into daily roles and responsibilities.

In total, this program will enhance each person's ability to:

- ✓ Prioritize work to support key results
- ✓ Use appropriate tools to organize and streamline work
- ✓ Overcome procrastination
- ✓ Identify timewasters and apply timesaving techniques
- ✓ Interact effectively with people, manage interruptions, and delegate and maintain a support network
- ✓ Define boundaries and learn to say no
- ✓ Become better organized by clearing out existing clutter and managing incoming paper
- ✓ Integrate energy-building activities into daily work schedules

8:30 AM – 4:30 PM

\$125.00

Accountability & Self-Direction



**OUR PRESENTER:**

Loretta M. Summers, SPHR is President of The Summers Advisory Group, a firm specializing in Human Resources Training and Consulting. She holds a Sr. Professional in Human Resources (SPHR) certification, is a mediator and certified trainer of workplace conflict, and is a strategic partner with ProGroup Inc., an organization that provides innovative diversity solutions. Ms. Summers is also an adjunct consultant with Right Management Consultants, the world's leading career transition and organizational consulting firm. She is also an adjunct professor at Baker University, Ottawa University, Avila University and Johnson County Community College.

# Juggling Multiple Priorities

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