



Development of Self And Teams

*Work Harder Not Smarter:
How to Make the Most of Your Time and Life*

LC Notebook Tab IV

Agenda

10 AM OR 1 PM	Welcome & Introductions
	Ice Breaker
	Time Management Introduction and Discussion
	Time Management Techniques and Application
	----- B R E A K -----
	Goal Setting Criteria
	Setting a Time Management Goal for Yourself
12 PM or 3 PM	Wrapup and Adjournment

Objectives. By the end of this session, participants will:

1. Understand how to be more in control of their time
2. Recognize and eliminate activities that are time wasters
3. Understand how to prioritize and delegate

Workshop facilitated by Barbara Goldberg and Beverly Greenfeig

For additional information regarding the workshop and/or materials used for it, please contact the UM Libraries' Learning Curriculum Team at lib-learning@umd.edu.