

1. The Brown Bag Lunch and Videos in Bldg 350, Rm 1205 schedule for April - June 2010 is listed below. All personnel are invited to attend. The below schedule and descriptions of the videos is provided. There is no need to sign-up, simply show-up at the scheduled time. There is not cost and a SF 182 is not required.

**27 Apr 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Planning and Prioritizing for High Performance” (34 Minutes)**

Learn to take stock of your priorities and set goals. Use the SMART technique for daily and weekly planning. Discover how optimal weekly planning frees time.

**28 Apr 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Handling Unexpected, Difficult Situations” (34 Minutes)**

You'll learn how to deal with unplanned phone calls and drop-ins and make conversations more productive. Learn how delegation can free you for higher priority tasks.

**25 May 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Managing Pressure and Stress” (32 Minutes)**

Discover the roots of procrastination and how to break the cycle. Learn diet, relaxation, and exercise techniques for dealing with stress and becoming more effective.

**26 May 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Planning and Prioritizing for High Performance” (34 Minutes)**

Learn to take stock of your priorities and set goals. Use the SMART technique for daily and weekly planning. Discover how optimal weekly planning frees time.

**22 Jun 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Handling Unexpected, Difficult Situations” (34 Minutes)**

You'll learn how to deal with unplanned phone calls and drop-ins and make conversations more productive. Learn how delegation can free you for higher priority tasks.

**23 Jun 10 @ 1130 – How to Manage Multiple Projects & Meet Deadlines: “Managing Pressure and Stress” (32 Minutes)**

Discover the roots of procrastination and how to break the cycle. Learn diet, relaxation, and exercise techniques for dealing with stress and becoming more effective.

2. Bring your lunch and come enjoy some informational videos. Please direct any questions or comments to Mr. Brennan at 556-7524 or Mr. Gropp at 556-4819.