



# TIME MANAGEMENT: PRACTICAL STRATEGIES THAT WORK IN HIGHER EDUCATION

March 10, 2017 :: 1:00 - 2:15 p.m. EST

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*Learn how to improve your productivity using proven time management practices.*  
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## OVERVIEW

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For many of us in higher education, the whirlwind of the day-to-day is the enemy of execution. Overflowing inboxes, ringing phones, and colleagues standing at your door can distract you from your most important work - making it seem impossible to execute anything new or strategic.

Join us online to discuss the critical and practical strategies that you can use immediately to help save time and create focus on your top priorities. You are not alone in feeling the whirlwind, and there is something that you can do about it.

## WHO SHOULD ATTEND

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Using our time well is something all of us struggle with—faculty, staff, and administration. We encourage you to add this to your training library, invite as many people to participate in the webcast, and to share the recording widely.

[VISIT EVENT PAGE](#)

[www.academicimpressions.com/webcast/time-management-practical-strategies-work-higher-education](http://www.academicimpressions.com/webcast/time-management-practical-strategies-work-higher-education)



## LEARNING OUTCOME

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After participating in this online training, you will be able to improve your productivity using one or more time management practices.

## CONTACT US FOR MORE INFORMATION

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Contact Amit Mrig, President and CEO at [Amit@academicimpressions.com](mailto:Amit@academicimpressions.com) or 720-988-1210 if you'd like additional information about the program.



## AGENDA

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➔ **Bigger practices that are harder to implement**

- Managing email
- Evaluating meeting effectiveness
- 5 ways to deal with procrastination
- Developing discipline
- Creating “chewable chunks”

➔ **Smaller tactics that are easier to implement**

- Asking for help
- 5-minute rule
- Celebrate small victories
- Bunches and bundles
- The myth of multitasking
- Doing vs. achieving

## INSTRUCTOR

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**Patrick Sanaghan, President, The Sanaghan Group**

Dr. Sanaghan serves as the head of The Sanaghan Group, an organizational firm specializing in leadership development, executive coaching, strategic planning, and leadership transitions. Pat has worked with over 200 campuses and hundreds of organizations in the last twenty-five years. He has taught leadership to thousands of leaders in higher education, and helped over one hundred campuses conduct collaborative, transparent strategic planning processes. He is the co-author/author of six books, numerous articles, and several monographs in the fields of strategic planning, leadership, and change management. His most recent books include: *Collaborative Leadership in Action* and *How to Actually Build an Exceptional Team*. Dr. Sanaghan also serves as a board member of the College of Saint Benedict in St. Joseph, MN.



PLEASE FAX ALL REGISTRATION PAGES TO: 303.221.2259

## PRICING & REGISTRATION (CIRCLE ONE)

BEST VALUE	LIVE WEBCAST	WEBCAST RECORDING	WITH AI PRO MEMBERSHIP
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### EARLY BIRD PRICING

Postmarked on or before March 3, 2017. After March 3, 2017, an additional \$75.00 fee for the first connection and \$50.00 fee for each additional connection applies.

[REGISTER ONLINE](#) or below.

### PAYMENT METHOD:

We accept Visa, MasterCard, and American Express credit cards. To pay by check, include the check with this form or select the "invoice me" option. Fax form to 303.221.2259 or mail form along with payment to: Academic Impressions, 4601 DTC Blvd., Ste. 800, Denver, CO 80237.

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### CHECK/INVOICE

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