**My Inbox is Full and I Can’t Get Out!**

Detail Time Management & Personal Productivity in Microsoft Outlook®

Most people know how to use a tape measure, a saw, and a hammer--they are simple, straight forward tools. The problem isn’t how to use the tools. The real challenge is how to get out of the tools what you want…a house. That’s how it is with Outlook. Many know how to use the tools of Outlook but they haven’t quite figured out the process of “making the house”. Weber Associates has identified the critical success skills and key functions needed to maximize the impact of Outlook. As participants learn our TimeLink® process, Outlook is transformed from simply an “ok personal organization tool” that came with your computer into a command control center of events, information, contacts, and activities where users literally learn how to manage every detail of their life and never have anything fall through the cracks! It’s a process that’s so simple and ‘streamlined’ it can be mirrored into their iPhone, iPad, and Droid devices for a totally mobile solution.

**Two Dates and Locations:**

**November 7:  Gainesville**

**November 9:  Macon**

**9:00 to 3:00 pm - Open to all program areas  - Lunch will be provided**

**I am NOT Stressed Out & Effective Listening**

Stress Management & Communication

Are you waking up at 3:00 am with lesson plans racing through your mind and your heart racing in your chest? Is your heavy activity list preventing you from setting priorities? You might be stressed out. This fun, interactive workshop helps participants discover the causes, symptoms, and cures of stress in their lives including: Building Your Own Stress Profile Calculating Your Life Expectancy, 20 Ways to Reduce Stress, 25 Rules of Low Stress Living and a Stress Management Action Plan.

The University of Utah researchers have identified listening as “the most critical skill for professional effectiveness.” Utilizing a myriad of experiential teaching/learning tools, the second half of this session reveals a very accurate “snapshot” of existing listening competencies. Then participants discover the when, where, and why they have listening deficiencies and how to overcome them and grow to be great listeners.

**Two Dates and Locations:**

**December 8:  Macon**

**December 9:  Gainesville**

**9:00 to 3:00 pm - Open to all program areas - Lunch will be provided**