

# INCREASE EFFECTIVENESS: Get More Done

## SCHEDULE

Monday  
April 29, 2019  
8:30 a.m. - 12:30 p.m.

## LOCATION

NMC Aero Park Campus  
2600 Aero Park Drive  
Traverse City, MI 49686  
Parsons-Stulen Building  
Room 101

## COST

\$95 per person

## REGISTER

Matt Schwarze  
(231) 995-2009  
mschwarze@nmc.edu



In this class, we will review the core principles in *Getting Things Done: The Art of Stress-Free Productivity* by David Allen and review technology that complements his model. Get ready to start on a new path to effectiveness!

## Deliverables

- Identify limitations of your current task management system
- Describe the five stages of mastering workflow
- Identify the steps and tools for getting started
- Practice each of the five stages
- Identify technology options to support the model
- Identify next steps in your *Getting Things Done* journey



## KAREN GOIKE, PMP

- Expertise in project management, process improvement, workflow analysis and design
- Bachelor of Science degree, Western Michigan University
- Lean Certification for Healthcare Leaders, Henry Ford Health System
- Lean Champion Certification, Northwestern Michigan College
- Certified Project Management Professional

### NON-DISCRIMINATION POLICY NOTICE

Northwestern Michigan College is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status or veteran status in employment, educational programs and activities, and admissions. [nmc.edu/nondiscrimination](http://nmc.edu/nondiscrimination)

