INCREASE EFFECTIVENESS: Get More Done

SCHEDULE
Friday
October 20, 2017
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 101/103

COST
$95 per person

REGISTER
Matt Schwarze
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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

HEATHER FRAIZER, Ph.D, Training Specialist
- Expertise in manufacturing, office, and healthcare process improvement with an emphasis on leadership skills and lean principles.
- Master’s degree and Ph.D in political science at the University of Colorado, Boulder
- Lean Healthcare Certification, University of Michigan
- Lean Champion Certification, Northwestern Michigan College
- Certified DiSC Behavior Trainer

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