

Set Your Goals + Manage Your Time = Success!

Workshop for Faculty and Staff

Want to develop professional or personal goals you can really achieve?

Want to know the most effective time management strategies for you to reach your goals?

Want to learn stress management tips that keep you focused on reaching your goals?

What past participants have said about this presenter...

"You can tell she has a wealth of information and experience and she delivers it very efficiently and effectively."

"I now have a plan and a clear formula for achieving my goals."

"I highly recommend Beth to those who want personalized strategies to guide them in their decision process."

In this workshop participants will learn how to:

- ⇒ Set achievable goals for professional or personal success.
- ⇒ Choose time management strategies to advance your goal achievement.
- ⇒ Monitor progress and adjust goals, as needed.
- ⇒ Learn stress management strategies, including from the new brain science, that enhance time management and goal achievement.



About the instructor...

Beth Wells is a Board Coach with 34 years experience working with others on time management for goal achievement, stress management, and career development issues. She is a UMBC alumna, class of 1974, in psychology, and earned her M.A. at UMCP. She is Assistant Vice Provost for Academic Affairs at UMBC and has a private practice as a coach. She has given workshops at UMBC for many years for new faculty, current staff, and the W.I.S.E. group.

**Thursday
March 27, 2014**

9:30 a.m. – 12 p.m.

**University Center
Room 312**

Register on the web by March 12th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.



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