



The Office for Postdoctoral Scholars
The Graduate School of Biomedical Sciences
The Graduate Student Body Committee

Present a Professional Development Seminar

Improving your Priority-based Time Management Skills



Jay Spitulnik
Ed.M.

Are you conflicted by the many demands on your time? Do you effectively manage your time or is time management a constant struggle? Come learn priority-based strategies for effective time management and increase your productivity! Bring your paper or electronic calendar for a hands-on activity.

Jay Spitulnik is an organizational consultant who has provided training, assessment, development, and performance improvement to healthcare systems, academic institutions, and private companies for over 20 years.

**Bring your paper
or electronic
calendar !!!**

Wednesday, March 19, 2014
1:30 to 2:30 p.m.
Lazare Auditorium, S1-607
Refreshments will be served