



Cost: \$40
(includes lunch)

To Register

Call the office:

732-409-6484 –OR–

Go online:

<http://tinyurl.com/cjrlcTIME>

TIME MANAGEMENT for BUSY PEOPLE

Presented by Mary Martin

10:00am-4:00pm (breakfast at 9:30am)

Wednesday, Sept. 30, 2009

Marlboro Branch, Monmouth County Library

1 Library Court & Wyncrest Drive

732-536-9406

Directions:

[http://www.monmouthcountylib.org/
location_directions.htm#Marlboro](http://www.monmouthcountylib.org/location_directions.htm#Marlboro)

In this workshop, you will learn some ways to manage your time and organize your space better – even if (especially if!) you are already *s t r e t c h e d t o t h e m a x* and maybe aren't sure if you can even find the time to attend this workshop!

Topics to be discussed include

- **new ways to think about work and time**
- **how to become more effective at work**
- **how to prioritize a list of tasks and**
- **how to analyze workflows and look for time-savers, *plus***
- **personal "hot spots" identified by participants at the start of the day**

By the end of the workshop you will have assembled ***a personal time management and organization toolkit***, picking and choosing from the ideas and concepts you learned, depending on which ones work best for you.

MARY C. MARTIN

Mary has a master's in Library Science from the University of North Carolina at Chapel Hill, and a BA in religion and psychology from Oberlin College. She is a lifelong reader and library user. She has been a Systems Librarian, and in 1998 she was named Cybrarian of the Year for Arkansas because of her commitment to using technology to better serve her community. Mary has also worked as a Technology Training Librarian. She has now been the director of the Long Hill Public Library since 2007. Mary includes perspectives from outside the library world when conducting workshops. She has done many presentations over the last couple of years on the topics of library marketing and public relations, customer service tips and tricks, how to be a good library manager, and how to organize your time and space effectively.