



# Work Smarter – Maximize Your Attention and Energy

In this workshop, participants learn practical strategies to become more efficient with office tasks, increase their energy, and improve their ability to focus on complex tasks. Specific topics include taming email, taking control of the calendar, optimizing routines, and how to stop bringing so much work home.

**Presenter:** Mike Doughty, Deputy Superintendent, Greece Central School District

**Date:** March 14, 2019

**Time:** 12:30 p.m. – 3:30 p.m.

**Audience:** District and Building Level Leaders

**Fee:** \$175

CANCELLATIONS MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE PROGRAM START DATE  
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at [www.pnwboces.org/catalog](http://www.pnwboces.org/catalog)

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