

## Supervisors' "Meeting of the Minds"

Topic  
Time Management



**September 20, 2007**  
12:00n – 1:00pm  
3700 A/AB

**Facilitator:**  
Jim Lewis  
New Horizons  
Representative

This Meeting of the Minds session will focus on principles of time management.

We will discuss:

- Using the Pareto Principle
- Goals & priorities
- Setting priorities
- Creating a time management plan

Mark your calendar for future dates:

October 18, 2007 (Article Discussion)

November 15, 2007 (Negotiating)

### ***Directions to Self-Register:***

Log on to WSU Pipeline. Click on the "**Employee tab**". Look for the icon:



Click on it. Now you will see the list of programs we offer. Scroll down the page until you see the "**Supervisory**" category and click on *Meeting of the Minds*. Locate the session date you want, and then click on the "Sign Up" button. Put your supervisor's Access ID in the field box and press "Enter". Your supervisor will receive a copy of your confirmation. You are registered!