

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?

What past participants have said about this presenter...

"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."

"Whatever Beth does, she does it well-- with thoughtfulness and integrity."

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 that enhance time management and goal achievement.



About the instructor...

Beth Wells is a Certified Professional Coach with 32 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.

**Wednesday
October 26, 2011**

10 a.m. – 12 p.m.

**University Center
Room 312**

Register on the web by October 18th at: www.umbc.edu/training

Spaces are limited and pre-registration is required.