



EMPLOYEE HEALTH & WELLNESS SEMINAR



Topic: Maximizing Your Day

To keep up in today's dynamic and fast-paced business environment, people need to continuously improve their planning and prioritizing skills. Competing priorities, tight deadlines, meetings, e-mails and interruptions can derail professional growth, impair performance and lead to stress and burnout.

The focus of this program is on obtaining practical skills, tools and techniques to maximize effectiveness and increase productivity.

Date: Monday, April 23, 2012

Time: 12:00-pm-1:00 pm

Location: Green Dolphin Lounge, Building 1C

RSVP: humanresources@csi.cuny.edu by April 18th

**Presented by Corporate Counseling Associates,
CUNY's Employee Assistance Program (EAP)**