



New Jersey Law Librarians Association 2006 Annual Business Meeting & Workshop

Workshop Topic-Leveraging Your Time: Tips & Tactics for Time Management & Organizational Skills

Speaker-Marie L. Radford, Ph.D. (Associate Professor, Rutgers University, SCILS)

This 2 ½ hour workshop will provide practical strategies for:

- Surviving information overload.
- Taking control of your time.
- Organizing paperwork.
- Prioritizing deadlines.
- Integrating professional activities to multitask and leverage your time.
- Managing multiple responsibilities.
- Making decisions and saying “no” based on your priorities.

DATE: May 2, 2006

PLACE: **New Jersey Museum of Agriculture**
103 College Farm Road (Route 1 South), North Brunswick, NJ



The Museum houses an extensive collection of agricultural, scientific and household items that spans 350 years of New Jersey's history. Convenient location & free onsite parking. Tranquil farm setting near the NJ Law Center. Call 732.249.2077 for more info or visit www.agriculturemuseum.org and click on 'General Info.'

TIME:	Registration/ Continental Breakfast	9:00 - 9:30
	Program	9:30 - 12:00
	NJLLA Annual Business Meeting & Election	12:00 - 12:45
	Lunch	12:45 - 1:45
	Tour Museum on Own (optional)	1:45 -

COST: Members: \$20.00 Students: \$10.00 Non-Members: \$25.00

RSVP: By Thursday, April 27, 2006
Questions? Call Leigh DeProspo @ 732.549.5600 or e-mail ldeprospo@greenbaumlaw.com

Many thanks to the Librarian Relations Group for their generous program & facility sponsorship.

Please mail checks (payable to the New Jersey Law Librarians Association) to:
Leigh DeProspo, Greenbaum Rowe, 99 Wood Avenue South, Iselin, NJ 08830

Name: _____
Affiliation: _____