

## LOVELAND

### **Overachieving Without Feeling Overwhelmed**

*By: Bob Heavers, Priority Management Int'l, Inc.*

**Friday, March 9, 2012**

8:00 am—9:30 am

**Loveland Police Services Building**

810 East 10th Street, Loveland, CO

Do you live out of your email Inbox? Do you find it harder to stay focused on what matters most? Are you interrupted by 'mind traffic' and trying to remember what comes next? Do you feel disorganized and want to feel more in control of your workday? Do you wish you had more time to 'have a life'? If you answered "Yes" to any of these questions, this is one program you won't want to miss. You will learn how to:

- Stay focused on real priorities and understand the big difference between 'urgent' and 'important'
- Create more 'balance' in your life
- Get rid of 'mind traffic' by creating a place your mind will trust
- Use fewer but just the right tools to stay organized
- Create time for priority projects and still have time for other priorities
- Store and retrieve information without 'looking for stuff'
- Develop a '20/20 memory without overtaxing your mind
- Use Email more effectively
- Plan great days and have them turn out that way
- Manage interruptions effectively

To reserve a seat for any Employers' Roundtable, register online at

[www.larimerworkforce.org/roundtables](http://www.larimerworkforce.org/roundtables)

Or, email to [luccolin@larimer.org](mailto:luccolin@larimer.org), or call 970-498-6606.

Employers' Roundtables are presented by the Larimer County Workforce Center and the Larimer County Enterprise Zone\*  
Loveland Employers' Roundtables are sponsored by the City of Loveland.

Also supported by funds from the Colorado Enterprise Zone Marketing Grant

## FORT COLLINS

### **Does Your Workplace Have (Economic) Class?**

*By: Cynthia Ryk, Education and Life Training Center*

**Thursday, March 15, 2012**

8:00 am—9:30 am

**Fort Collins Hilton**

425 West Prospect Road, Fort Collins, CO

Groundbreaking research and work has been done on how understanding and integrating hidden rules of economic class lines impacts employee retention and fosters employee growth.

This hands on session will uncover the biases of a middle class perspective and the potential barriers created for individuals who have grown up in poverty.

Leave this session with concrete tools to assess your current on-boarding process and learn what other businesses have done across the country to successfully bridge the gap!