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We know most libraries today are experiencing budget woes. Membership in NELLCO helps you do more with less. So what do your dues buy? The following is a snapshot of the benefits of membership. Please note this changes regularly as we strive to provide relevant added value for our members.

KEY

- L = library members (includes full, affiliate and international affiliate),
- I = individual members

TANGIBLE BENEFITS

Discounts

- E-resources^L (NELLCO licenses 60+ resources)
- Print materials through YBPL
- Streaming Video for the classroom through Digital Campus^L
- Digital Commons through BEPress^L
- Professional Development programs^{L,I}
- Continuing Education opportunities^{L,I}
- Library supplies, goods and services^L
- Other goods and services^{L,I}
- Grantwriting and grants management workshop discounts
- Discounts on Princeton Review Test Prep and Tutoring
- Super Shuttle and Execucar discounts
- Discounts on other organizations' conferences and events (e.g. Charleston Conference)

Other

- Fee-based participation in NELLCO Legal Scholarship Repository (partially underwritten by NELLCO)^L
- Eligibility for International Fellowship Program^{L,I}
- Free subscription to Slice – the monthly NELLCO Newsletter – delivered to your in-box^{L,I}
- Free subscription to Informed Librarian Online (ILO)^{L,I}
- Access to advocacy materials developed, in collaboration with LIPA, for law librarians^{L,I}

- NELLCO-sponsored support of Ning network for law librarians^{L,I}
- Access to NELLCO's Career Center
 - Free access to listings^{L,I}
 - Free posting of your curriculum vitae^{L,I}
 - Discounted posting of job openings^L

INTANGIBLE BENEFITS

- Labor savings related to negotiation of discounts^L
- Labor savings related to negotiation of licensing terms and conditions^L
- Access to centralized e-resource trials^L
- Access to members only section of web-site
- Favorable and flexible billing terms^L
- Invitation to NELLCO Symposium^{L,I}
- Invitation to NELLCO Meet & Greet each summer during AALL Annual Meeting – free^{L,I}
- Networking and leadership opportunities^{L,I}
- Participation in Interest Groups^L
- Searchable directory of members^{L,I}
- Law Library Buyer's Guide
- Access to communication tools (wikis, blogs, lists, etc.)^{L,I}
- Opportunities to collaborate on other projects^L
- NELLCO/LIPA shared collection/storage facility project
- Shared risk and cost of experimentation^L

NELLCO Symposium 2012

Content, Collaboration, Curation Innovation

MARCH 12-13, 2012

ALBANY, NY



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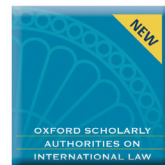
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Inaugural NELLCO Symposium - 2012

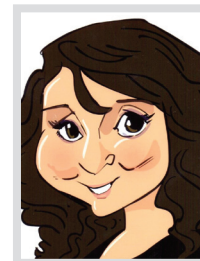


NELLCO President Karen Quinn, Rhode Island State Law Librarian

Welcome to NELLCO's inaugural symposium entitled most appropriately Content, Collaboration, Curation and Innovation. The next two days provide librarians with a unique opportunity to network with colleagues and information partners as well as to participate in interest groups and content rich workshops. The keynote speaker, David Weinberger, promises to challenge our very concept of knowledge and offer provocative suggestions for the future. It is with great pleasure and anticipation that I welcome you all to Albany and to this premier NELLCO event!



NELLCO Executive Director, Tracy Thompson-Przylucki



Administrative and Member Support Manager, Theresa McCue

WELCOME TO ALBANY! Theresa and I are so glad you're here and we're excited to share this experience with all of you. I want to give you a little background on how the Symposium came about. The NELLCO Symposium is based in large part on a similar event put on each year by SCEL, the State-wide California Electronic Licensing Consortium. After being invited to speak there several years ago I was

impressed by the format, and the opportunity for members to engage with colleagues and industry partners in a more intimate setting. I thought this was the perfect time to bring the concept to NELLCO and see how it works for us.

While this event is modeled after the SCEL event, we've put together a program to meet the specific needs of law librarians. During these two days you'll have time to learn about relevant content, new functionality, and future developments in legal information. You'll have a chance to attend a NELLCO Interest Group Meeting. And as you can see from the program, you'll have some really excellent skill-building opportunities on day two. In 2011 we surveyed the membership to try to get a handle on the kinds of things you want to learn to help you in your library. From the more than 100 responses we received we were able to cull a handful of common themes and topics. You'll see those reflected in the content

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of the sessions slated for day two, which includes time management, planning, marketing, budget management skills, social media, and much more.

We are thrilled to have renowned author, blogger and thinker David Weinberger, Ph.D., setting the tone for our time together. Find some time to talk with other attendees about the ideas that David puts forth in his address. Breaks and lunch each day will provide opportunities for discussion, as will the Mon. evening event at the New York State Museum, Library and Archives. You won't want to miss that!

And don't leave before it's over! The closing plenary on Tues. will give us all a chance to share our thoughts about the Symposium. We'll need your help to determine whether to do this again, what worked and what needs to be re-worked. Be prepared to be brutally honest. Oh, and some cool door prizes will be awarded!

Thanks again for participating and please let us know if there is anything you need to make your visit more comfortable. Look for the folks wearing the NELLCO "I can help!" buttons.

Speakers and Presenters

▶ **KEYNOTE SPEAKER** **David Weinberger, Ph.D.** *Senior Researcher, Berkman Center for Internet & Society*

Too Big To Know

Our most stalwart institutions of knowledge – encyclopedias, newspapers, and even libraries – have turned out to be surprisingly fragile: hyperlinks come along, and over the course of just a few years, they are on the verge of coming apart. Knowledge itself is changing more thoroughly than it has in the past 2,500 years. Why? To explore this, we'll look at how knowledge is reshaping itself to its new medium, taking on characteristics of the Net: super-abundant, messy, and unsettled. Might it be that this new view of knowledge accords better with what we have always suspected about our condition as know-ers in a world that far outstrips our ability to contain it?



David Weinberger, Ph.D., writes about the effect of the Internet on ideas. He is a co-author of the bestseller, *The Cluetrain Manifesto* (2000) and is the author of two other highly regarded books, "Small Pieces Loosely Joined" and "Everything Is Miscellaneous." His upcoming book, "Too Big to Know" (2012), looks at how the networking of knowledge and expertise is changing how we understand our world and make decisions in it. Dr. Weinberger is a senior researcher at Harvard's Berkman Center for Internet & Society, and is co-director of the Harvard Library Innovation Lab. He has been a marketing adviser to many high tech companies, and adviser to several presidential candidates, and was for two years a Franklin Fellow at the U.S. State Department. He has a Ph.D. in philosophy from the University of Toronto. He lives in Boston.



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► Femi Cadmus *Director of the Law Library, Cornell Law School*



Before joining the faculty at Cornell, Femi Cadmus was Associate Director for Administration and Lecturer in Legal Research at the Lillian Goldman Law Library at Yale Law School. Prior to this, she was Associate Law Librarian at George Mason University in Arlington, Virginia. Femi's professional library experience spans both academic and law firm libraries where she has taught legal research to law students, attorneys, and paralegals. She has presented on topics ranging from legal research to library management and administration at regional, national, and international conferences. Her research interests center on the relevancy and evolving role of the 21st century law library, and the administration of law libraries.

► Pat Wagner *Principal, Pattern Research*



Pat Wagner has worked with Pattern Research, Inc. and its predecessor the Office for Open Network since 1977. She is an educator, trainer, writer and consultant, focusing on personnel, management, leadership, marketing, career and strategic planning issues. She has special interests in conflict management, project management, community outreach and future studies. Most of her current clients work with and for libraries of all kinds, plus library boards, foundations, Friends groups, and national, state and regional library organizations. Pat also works for innovators in universities, schools, nonprofits, local government and professional, business and trade organizations, as well as medical, scientific and research institutions. Pat had a checkered past in the performing, visual and literary arts as a poet, graphic designer, publisher, writer, radio talk show host and printer. She has a liberal arts degree with an emphasis in print communication and performance.

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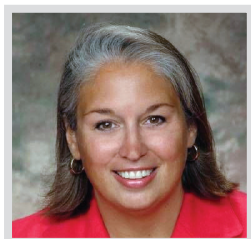
▶ **Kathy Dempsey** *Founder and CEO, Libraries are Essential*



Kathy Dempsey is a consultant and trainer through her business, Libraries Are Essential (www.LibrariesAreEssential.com), and is author of *The Accidental Library Marketer* (Information Today, Inc., 2009). Her work is dedicated to helping librarians and information professionals promote their value and expertise in order to gain respect and funding. Kathy has

been the Editor of the Marketing Library Services newsletter for 17 years and was formerly Editor-in-Chief of *Computers in Libraries* magazine. She also blogs at *The 'M' Word* (<http://themwordblog.blogspot.com>). Kathy is a member of the New Jersey Library Association and chair of its Newsletter Editorial Board.

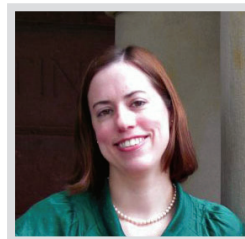
▶ **Courtney Hunt** *Founder, Social Media in Organizations (SMinOrgs) Community*



Courtney Hunt, PhD, is the Founder of Global Center for Digital Era Leadership, Principal at Renaissance Strategic Solutions, and Founder of Social Media in Organizations (SMinOrgs). Courtney is frequently asked to share her expertise with organizations and professional groups via webinars, speaker panels, presentations, keynote talks, workshops, and training courses. Her primary

focus is currently on the impact of social media on individuals and organizations, but she also addresses other topics. She has spoken to groups throughout the United States and in the international arena as well.

▶ **Meg Kribble** *Research Librarian and Outreach Coordinator, Harvard Law School Library*



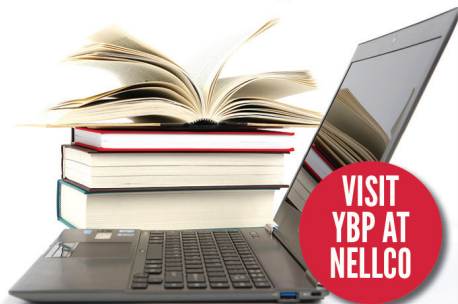
Research Librarian and Outreach Coordinator, Harvard Law School Library Meg Kribble, research librarian and outreach coordinator at the Harvard Law School Library, has been on Twitter longer than Ashton and Oprah. She serves on the AALL Computing Services Special Interest Section board as chair and on the Copyright Committee.

▶ **Rick Makoujy** *CEO, In an Hour, LLC*

Rick J. Makoujy, Jr. is the bestselling author of *How To Read A Balance Sheet* (McGraw-Hill, 2010) and the acclaimed *Accounting In An Hour - Get Smarter Faster* business education program. As a turnaround and restructuring specialist, real estate investor, investment guru and financial professor, Rick has been named a “Top Expert In The World” by the Best Practice Institute.

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► **Theresa McCue** *Administrative and Member Support Manager, NELLCO*



Theresa McCue has over 17 years of experience in eCommerce, Customer Service, Marketing and Accounting. She is the main point of contact for NELLCO acquisitions librarians and has been an integral part of the NELLCO website redesign project.

► **Gary Thomas** *President, GLT Workshops*



Education BS: Fairleigh Dickinson University MBA: Rutgers University Military U. S. Army: 1962-1965 Portuguese Linguist (National Security Agency) Career Westinghouse Electric (Lamp Division): 1965-1983 North American Philips Lighting: 1983-1985 Hubbell, Inc.: 1985-2008 (Position at retirement was Vice President Corporate Accounts) Industry Recognition: WESCO:

1st Supplier Life Time Achievement Award Recipient (2008) Knights of Columbus Awards/Recognition Donald LeClair State Council Leadership Award - (2008) Connecticut State Council Volunteer of the Year (2009) National Volunteer of the Year (2009) Department of Veterans Affairs National Male Volunteer of the Year (2009) American Red Cross 2011 Connecticut Region Communities Hero Award (Military) Personal Achievement New York Marathon (1990) Other Activities Veterans Affairs Volunteer Services National Deputy Representative (Knights of Columbus) AARP Safety Driver Instructor Feed My Family (food distribution to the needed)

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► **Carol Vernon** *President, Communication Matters*



Carol Vernon is a certified executive coach and president of Communication Matters, a Washington-DC based coaching and training company. She brings more than 20 years of senior-level experience working in the nonprofit, corporate, and government arenas to her work. Her coaching and training is focused on helping leaders fine-tune their executive presence and communication skills. Earlier in her career Carol worked as a Congressional aide, White House political appointee, corporate communicator, and senior director at two telecommunication associations. Today Carol works with leaders in a variety of industries, and is a regular presenter and trainer at association and government events. Carol currently serves on the faculty of Yale's Women Campaign School where she provides coaching for women committed to public service. Carol is certified by the International Coach Federation (ICF). She holds a BA in English, studied in London, England, and did her post-graduate work in communications.

► **Beth Ziesenis** *Your Nerdy Best Friend, Ask Beth Z*



Beth Ziesenis is an author, speaker, marketing analyst and complete tech geek. Since her first Commodore 64 computer, Beth has been fascinated with technology and computer shortcuts that make people's lives easier. From her home base in sunny San Diego, California, Beth helps computer users all over the country filter through thousands of apps, gadgets, widgets and doodads to find the perfect free and bargain technology tools for business and personal use.

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MoML VI is the expansion of legal treatises along various complementary fronts: international law; comparative law; civil and European law; the history of law since Roman times in English and Western languages up until the 1920s. In the tradition of many jurists and legal theorists, it seeks a *comparative* approach to answer myriad questions of rights, liberties, freedoms, law, judiciary, penalty, roles of government and state, attorneys and judges, and many other topics.

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Go Round and Round in New York's Capital City!

Join your colleagues Mon. evening from 7:00 – 10:00pm at the NY State Museum and Archives for dinner in a unique setting, hosted by NELLCO.

Buses will be provided. Please gather in the hotel lobby at 6:15 (Hilton Garden Inn) or 6:25 (TownePlace Suites) for transport to the venue.



“This full-sized carousel was made between 1912 and 1916 by the Herschell-Spillman Company of North Tonawanda, New York, one of the leading manufacturers of carousels in America. It was first used in Wellsville, New York and later at Cuba Lake's Olivecrest Amusement Park in Cuba, New York.

It operated in Cuba until the early 1970s when it was dismantled and eventually offered to the New York State Museum in September of 1974. The carousel was purchased in March of 1975 from Robert Hopkins of Cuba, New York. It was to be an operating centerpiece in an exhibit on popular entertainment at the new Museum. The merry-go-round was dismantled and stored in the State Museum collections facility at Rotterdam until a plan for its restoration and installation in the new Terrace Gallery was approved.

The carousel is complete and in good original condition. Its gold-painted decoration and mirrors are all intact. Its forty animals include 36 horses of three sizes and in various poses, and two deer and two donkeys. The substitution of other animals for horses was a mark of distinction among carousels, as was the Neptune's Chariot, a decoratively carved seat.

A second chariot and a round tub are also on the carousel. The animals were placed on the carousel in three rows, with the largest and fanciest animals on the outside. The animals on the outside also featured inset jewels that would glitter when caught by the light. A total of fifty people could ride at one time.

Interestingly, the animals are earlier in date than the machinery and platform. Most of the horses appear to be from an Armitage Herschell Track machine from the 1890s. In addition the two donkeys and two deer appear to be of another make, possibly even earlier C.W.F. Dare or American Carousel Company. Carousel manufacturers often reused the older animals. Herschell-Spillman made their first jumping mechanism carousel around 1910.

The carousel is a symbol of an era that centered around the turn of the century, and some of the first American carousels were made and used in New York. In the 1890's there were merry-go-rounds at North Beach, Long Island, Brooklyn, and at Central Park as well as at locations throughout upstate New York. Today the Herschell-Spillman Carousel Factory in North Tonawanda, New York is on the National Register of Historic Places and serves as a carousel museum. Restored Herschell-Spillman carousels are now featured at such places as the Henry Ford Museum in Dearborn, Michigan and at the Strong Museum in Rochester, New York.

A main attraction at the turn of the century, the colorful merry-go-round has never lost its appeal. Young and old alike are still enthralled with an old carousel.

Since the carousel was acquired, staff of the State Museum have been researching the history and cultural value of carousels. Large numbers of old merry-go-rounds have passed out of existence and most of the survivors are still in use at amusement parks, with a relative few owned by collectors. Only a handful of museums have acted to preserve one of these familiar mementos of virtually every American's childhood. The State Museum is fortunate to have been able to play a role in the preservation of this example of American folk art and popular entertainment.”

PHOTO AND CAROUSEL INFORMATION BY THE NY STATE MUSEUM

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Agenda

	Day one - Industry Partner Product Support Sessions		Day two - 3rd session
	Day one - Interest Groups Sessions		Day two - 4th session
	Day one - Industry Partner Thought Leadership Sessions		Group Events
	Day two - 1st session		Meals
	Day two - 2nd session		

03/12/2012

8:00 am - 8:45 am		Breakfast - Albany Law School
8:45 am - 10:00 am		Room Number - DAMC Too Big To Know - Keynote by David Weinberger <i>Senior Researcher, Berkman Center for Internet & Society</i>

Our most stalwart institutions of knowledge – encyclopedias, newspapers, and even libraries – have turned out to be surprisingly fragile: hyperlinks come along, and over the course of just a few years, they are on the verge of coming apart. Knowledge itself is changing more thoroughly than it has in the past 2,500 years. Why? To explore this, we'll look at how knowledge is reshaping itself to its new medium, taking on characteristics of the Net: super-abundant, messy, and unsettled. Might it be that this new view of knowledge accords better with what we have always suspected about our condition as know-ers in a world that far outstrips our ability to contain it?

10:00 am - 10:45 am		Room Number - E117	EBSCO Publishing - Product Support Session
10:00 am - 10:45 am		Room Number - E116	Lexis Publishing - Product Support Session
10:45 am - 11:00 am		BREAK - Gymnasium	
11:00 am - 11:45 am		Room Number - E115	Justis Publishing - Product Support Session
11:00 am - 11:45 am		Room Number - E117	Wolters Kluwer Law and Business - Product Support Session
11:45 am - 12:30 pm		Room Number - W120	Proquest - Product Support Session
11:45 am - 12:30 pm		Room Number - E116	Thomson Reuters - Product Support Session

12:30 pm - 1:30 pm  Lunch - Albany Law School Gymnasium

12:30 pm - 2:00 pm  Room Number - 200
BEPress THOUGHT LEADERSHIP - Institutional Repositories for Law Schools: Unpacking the Trend

Since 2010, the number of institutional repositories (IRs) managed by law schools has more than tripled. What is driving law libraries to implement IRs and how are they doing so, even in times of financial constraint? Using live examples from the community, this session will explore why law schools are launching IR programs and the challenges and rewards of what has quickly become a core component of the law library's digital services strategy. The presenter asks attendees to consider these questions in advance of the session:

- What is the primary purpose of an IR for a law school?
- Who benefits from the law IR?
- What kind of legal scholarship is most important to collect in an IR?
- How would you define a "successful" law IR?


12:30 pm - 2:00 pm  Room Number - 209
Gale/Cengage Thought Leadership

Gale is offering a two-part session that is designed to provide enlightening outlooks on applications of digital content into curriculum and scholarly research, such as law review, journal and serial article, and book publishing. One part of the session will be a wholly interactive forum of discussion on such applications, and then broader elements on where the publishing community should direct itself relative to content and technology. Please come prepared to share thoughts, ideas, and recommendations – we welcome the advice. The second part of the session will be an updated review on the value and merit of researching across multiple historic, digitized collections, of both law and non-law orientation, to locate a wealth of relevant content on a specific topic of law. A particular value will be context, and the variety of outlook and supporting data - complementary, critical, supportive, opposing. Institutions have more available collections at their disposal than ever before, and the value in leveraging the breadth of these is massive. Hosted by Vincent Vessalo, Director, Archival Solutions Program, GALE Cengage.

2:00 pm - 2:45 pm BREAK

2:45 pm - 4:30 pm  Room Number - E115
NELLCO Interest Group - Interlibrary Loan

2:45 pm - 4:30 pm  Room Number - W120
NELLCO Interest Group - Reference Services

2:45 pm - 4:30 pm  Room Number - E116
NELLCO Interest Groups - Acquisitions and Collection Development

7:00 pm - 10:00 pm  **Reception at the New York State Museum, Library and Archives**
Join us for good food and good company! We'll enjoy the museum exhibits, see a special exhibit by the NYS archives, and take a spin on the museum's historic carousel!

03/13/2012

8:00 am - 8:45 am  Breakfast - Albany Law School Gymnasium

8:45 am - 9:45 am  Room Number - 200

Upgrade to Free! - Beth Ziesenis, *Your Nerdy Best Friend*,
Ask Beth Z

Ever feel like the rest of the world knows technology shortcuts you don't? Discover free and bargain online technology tools to transform your association to high tech for little or no money! Author Beth Ziesenis (*Upgrade to Free: The Guide to Free and Low-Cost Tools and Apps*) shares the best technology to increase office and personal productivity, work more effectively with groups and collaborate on projects with remote employees, committee members and more. Past attendees of this session have shared that the money saved on software during this session more than paid for the cost of the conference!

9:45 am - 10:00 am Gymnasium **BREAK**

10:00 am - 10:30 am  Room Number - E116

The New NELLCO website - Theresa McCue, *Administrative and Member Support Manager, NELLCO*

Spend 30 minutes with Theresa and learn how to navigate the new NELLCO website. You'll see where trials and offers are located, how to view your prior transactions, and learn how to use the e-commerce functionality for your renewals and new acquisitions.

10:00 am - 11:00 am  Room Number - W120

Accounting in an Hour - Rick Makoujy, *CEO, In an Hour, LLC*

With The Best Practice Institute's Accounting In An Hour, you can learn what you need to know about accounting and finance... in just 60 minutes. Widely considered to be the "best financial product... on the market, bar none." Now employees, job seekers, students and government officials can understand previously mystifying questions such as: What is the difference between an Income Statement and a Balance Sheet? Why is budgeting so important? Why do some profitable companies run out of money? What does EBITDA mean? Discover the value this one-hour course delivers by providing the financial literacy everyone needs to become more productive and valuable on the job and in daily life.

10:30 am - 11:00 am  Room Number - E116

Twitter 101- Meg Kribble, *Research Librarian and Outreach Coordinator, Harvard Law School Library*

At this hands-on session attendees will create their Twitter accounts and Twitter handles, learn about hashtags, retweets, follow Fridays, and more. Attendees will also send their first tweets and establish their first follows!

11:15 am - 12:30 pm  Room Number - 200


Reverse Strategic Planning - Femi Cadmus, *Director of the Law Library, Cornell Law School*
Pat Wagner, *Principal, Pattern Research*

Reverse strategic planning is a proven method for helping a group of law librarians and allied staff communicate, coordinate, modify and align their workplace assignments. This transparent process of presenting and evaluating individual priorities can quickly educate a team, department, or work group about what your personnel do and how each person's work supports the priorities of the strategic plan. It can also help create a realistic model for where resources (time, money, people) need to be allocated. Reverse strategic planning can evaluate the success of an existing plan or create a quick-and-clean plan during times of change. Finally, it creates an emotionally safe and neutral environment to discuss communication and management concerns in a peer-based process. Learn if your law library or institution is a candidate for the process and how to apply the methods and principles to your library or institution.

11:15 am - 12:30 pm  Room Number - 209

Social Media Inside and Out: Planning for Success - Part 1
Courtney Hunt, *Founder, Social Media in Organizations (SMinOrgs) Community*

This interactive and content-rich session will help participants develop a plan of action for leveraging social media and other digital technologies in a systematic, integrated fashion to meet their goals and objectives. Attendees will obtain a better understanding what social media is and how it can be used not only for external communication, but also internally and inter-organizationally. They will also learn how developing private digital networks using low cost, cloud-based platforms and tools can increase the efficiency and effectiveness of communication and collaboration, in addition to reducing the risks and challenges of using public platforms and course-based tools. Small and large group discussions will enable participants to share their experiences and challenges, ask and answer questions, and identify best practices.

12:30 pm - 1:30 pm  Lunch - Albany Law School Gymnasium

1:30 pm - 2:45 pm  Room Number - 200

Leveraging Your Preferred Communication Style for Greater Success - Carol Vernon, *President, Communication Matters*

In this interactive session participants will identify their preferred way of communicating with others and learn specific skills for blending and flexing their style to achieve better outcomes. Participants will explore why they are perceived by others a certain way and explore how understanding your communication style preferences can lead to new ways of handling workplace challenges. Participants will complete a brief assessment prior to attending the session (Communicating Styles Survey by Dr. Paul Mok). The session will include learning, facilitated discussion, and small group work.

1:30 pm - 2:45 pm  Room Number - 209

Social Media Inside and Out: Planning for Success - Part 2
Courtney Hunt, *Founder, Social Media in Organizations (SMinOrgs) Community*

2:45 pm - 3:00 pm BREAK

3:00 pm - 4:00 pm

Room Number - 200

Essential Strategies for Accidental Library Marketers -
Kathy Dempsey, *Founder and CEO, Libraries are Essential*

If you've never taken a formal class on marketing and promotion, but have ended up doing the work anyway, then you're an "accidental" marketer. This is your chance to learn what true marketing is and what steps you need to take to ensure success. This popular speaker will give an overview of how to write a mini marketing plan (for one event or campaign). You'll have some laughs and stretch your thinking process while listening to tips and tricks that will be new to accidental marketers--and maybe to some experienced ones too.

3:00 pm - 4:00 pm

Room Number - 209

Manage your tasks to manage your time -
Gary Thomas, *President, GLT Workshops*

Many of us struggle with proper and effective use of time. We miss due dates, misplace files, lose papers at an exasperating pace. Time management seems to be the culprit, yet "time" doesn't decide what's most important on our "To Do" list, whether we should visit Facebook vs. finish a project or to put off, once again, filing that mound of papers that grows daily. The vision of Manage Your Tasks to Manage Your Time is to increase individual efficiency and effectiveness, to lower one's visceral stress level and to manifest a sense of "control" to each participant. In Manage Your Tasks to Manage Your Time attendees will learn why "time management" is a fallacy. Understanding the power of responsibly identifying, organizing, ranking and executing tasks establishes the control each of us wants and needs in our lives. Manage Your Tasks to Manage Your Time will review the fundamentals of a) the concept of time, b) where tasks originate, c) how to effectively prioritize each task, d) the importance of planning, e) To Do List basics, and f) how to "unclutter" and get started.

4:00 pm - 5:00 pm

Room Number - DAMC **Final Plenary**



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