

Getting It Done: Time Management Techniques

Let's face it: there is never enough time to do all we need to do. This is true at home and at work. We are all given exactly the same number of hours in the day but some people seem to accomplish more than others. How do they do it? This session will explore why we procrastinate, understand how we can overcome procrastination, discuss how to set effective goals, provide rubrics for determining task priority and develop personal ways to increase efficiency.

Speaker: Ann Christoffersen

Ann has been an RGI Consultant for 17 years and has been in the technical communication field since 1990. She has developed and delivered written and oral communication skills courses in both the United States and Canada.

She holds a BS in Computer Science and Mathematics from Clarkson University and has a Masters of Science degree in Instructional and Performance Technology from Boise State University. She is a Certified Human Performance Analyst specializing in Front End Analysis, developing training programs to support major systems acquisitions. Ann is retired from the US Army Reserve, with over 20 years combined service from Active Duty, National Guard, and Reserve components.

Ann has been a technical writer for Accelerated Technology, Inc. working with programmers and customer support to develop effective user guides. As a consultant, she has worked with companies to comply with various portions of the Americans With Disabilities Act. She was also an outreach instructor for South Western Oregon Community College and the University of Southern Alabama teaching business writing skills and editing skills. Ann has also worked with the IEEE press reviewing and editing several books prior to publication.

Ann teaches regularly to the General Electric, APEGM, Manitoba Hydro, SaskTel, and TetraTech, an engineering consulting firm. Her teaching experience is extensive, across varied audiences, and she has mentored many other presenters.



*Where great minds
meet to form
great ideas.*