

**December**  
**2020****Instructor**

Vicky Tibbs, MBA

**Dates & Times**

Thursday, December 10, 2020

5:00 p.m. – 7:00 p.m.

Thursday, December 17, 2020

5:00 p.m. – 7:00 p.m.

**Click here to register for  
both sessions:**[http://bit.ly/VS\\_GTD20](http://bit.ly/VS_GTD20)

## VitalSmarts

### Getting Things Done

Getting Things Done® training teaches skills to manage the constant flow of requests, tasks, and interruptions we face daily. By learning how to capture, clarify, and organize incoming requests, we are more likely to make strategic decisions about where to invest our time and energy, focus on the right priorities, and prevent critical projects from slipping. We are also less likely to experience stress and burnout.

Getting Things Done® training teaches participants how to:

- Capture all incoming requests in a few key places
- Process your inbox more effectively
- Take action on tasks rather than procrastinating
- Organize tasks and projects to maximize efficiency
- Do the right things in the right moments
- Align time and resources to be productive, not just busy

For questions regarding registration or the training please contact Alissa Edison at:

[hs-ucdhsfacultydevelopment@ucdavis.edu](mailto:hs-ucdhsfacultydevelopment@ucdavis.edu)

**Please Note**

All sessions will be hosted via Zoom

Links will be sent to all registrants before the training