

1. The Brown Bag Lunch and Videos in Bldg 350, Rm 1205 schedule for January – March 2010 is listed below. All personnel are invited to attend. The below schedule and descriptions of the videos are provided. There is no need to sign-up. Simply show-up at the scheduled time. There is no cost, and an SF 182 is not required.

**26 Jan 10 @ 1130 – How to Set and Really Achieve Your Goals (35 Minutes)**

This video will help you turn your dreams into realities. There's nothing magical about success. But it does require a focused effort and more importantly...a plan. The process of goal setting will help you chart a course for a lifetime of success. Successful goal setting is simply the progressive movement toward and eventual realization of...a worthwhile idea.

**27 Jan 10 @ 1130 – Time Management: Ideas That Work (46 Minutes)**

This video highlights the following time management ideas that work: Overcoming the biggest time wasters; Dealing with interruptions; Coping with crises caused by others; Handling those mounds of paperwork; Conducting more productive meetings; Dictating to save time; Putting an end to procrastination.

**23 Feb 10 @ 1130 – Communicate and Win Win Win (48 Minutes)**

All successful managers are successful communicators. Seven key communication topics are highlighted in this video. They are: Persuading people to accept your ideas; Using the telephone; Providing dynamic leadership; Listening for increased productivity; Conducting effective meetings; Making winning presentations; Getting the most out of your writing.

**24 Feb 10 @ 1130 – How to Set and Really Achieve Your Goals (35 Minutes)**

This video will help you turn your dreams into realities. There's nothing magical about success. But it does require a focused effort and more importantly...a plan. The process of goal setting will help you chart a course for a lifetime of success. Successful goal setting is simply the progressive movement toward and eventual realization of...a worthwhile idea.

**23 Mar 10 @ 1130 – Time Management: Ideas That Work (46 Minutes)**

This video highlights the following time management ideas that work: Overcoming the biggest time wasters; Dealing with interruptions; Coping with crises caused by others; Handling those mounds of paperwork; Conducting more productive meetings; Dictating to save time; Putting an end to procrastination.

**24 Mar 10 @ 1130 – Communicate and Win Win Win (48 Minutes)**

All successful managers are successful communicators. Seven key communication topics are highlighted in this video. They are: Persuading people to accept your ideas; Using the telephone; Providing dynamic leadership; Listening for increased productivity; Conducting effective meetings; Making winning presentations; Getting the most out of your writing.

2. Bring your lunch and come enjoy some informational videos. There will only be one video per day because of the length of the video. Please direct any questions or comments to Randy at 556-7524 or Richard at 556-4819.