

What's the Buzz: Time is of the Essence....

As Care Managers, Supervisors and Outreach/Engagement Specialists, time management becomes an ever-present challenge – especially when you constantly encounter multiple caseloads, competing tasks and various demands on your time.

HHUNY's *Workload & Time Management Workshop* w/ Bob Peter couldn't have launched at a better time. According to participants, this full-day, interactive workshop has provided guidance and tips on balancing your time, tasks and activities to be more effective and efficient:

"All co-workers and supervisors should take this training." – Supervisor

"I felt that the training was great and provided a lot of helpful information for a variety of situations; and I can implement these strategies into my daily routine." – Care Manager

E-Learning

"All of the information provided is very useful. I plan to use the workshop content to better manage my time and stabilize priorities." – Care Manager

"I plan to encourage staff to develop a weekly structure and monthly goal list." – Supervisor

"I just want to say thank you for this training!" – Care Manager

HHUNY

Care Management Training Initiative

There are a few available slots remaining, if you are a HHUNY (Adult) Care Manager/Coordinator, Outreach & Engagement Specialist or Supervisor and interested in attending please contact Jonique Freeman at hhunytraininginstitute@hhuny.org to secure your slot.



Upcoming Training Dates

Western (Buffalo, NY):

Session A: 9/6 @ 8:30AM – 4:30PM

Session B: 9/7 @ 8:30AM – 4:30PM

Expert Q & A Sessions

Southern Tier (Jamestown, NY):

Session A: 9/12 @ 8:30AM – 4:30PM

Session A: 9/13 @ 8:30AM – 4:30PM

Committed to

Time is Our Most Precious Resource

"If you want to be more productive, you need to become the master of your minutes."

– Crystal Pain

"The key is not to prioritize what's on your schedule, but to schedule your priorities."

– Stephen Covey

"Managing your time without setting priorities is like shooting randomly and calling whatever you hit the target."

– Peter Turla

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

– Paul J. Meyer, Founder of Success Motivation Institute

If you have any questions or would like additional information, please email hhunytraininginstitute@hhuny.org.