

Program Highlight:

Overcoming Workday Overwhelm

— with Mary Ann Kmetyk

Western Maryland Regional Library is pleased to offer this training opportunity based on the bestseller *Master Your Workday Now!* by productivity expert Michael Linenberger. Mary Ann Kmetyk of Vibrancy Training Group will be working with attendees on time management techniques and practices that can be applied to the varied demands of the library work day.

The aim of the workshop is to help participants identify the factors that create the feeling of being overwhelmed at work, use three “Urgency Zones” to prioritize tasks, implement steps to manage daily tasks and small projects, and take action to control e-mail. With the right strategies, it is possible to take control of time management and prevent that swamped feeling.

Registration information can be found [here](#). There is an attendance cap, so those interested should register soon. Priority registration will be given to employees of Washington, Garrett, and Allegany counties.

Presenter Bio:

Mary Ann Kmetyk is the founder of Vibrancy Training Group, a dedicated team of training professionals that help individuals achieve their best and equip leaders to bring out the best in those they lead.

A professional trainer for more than 20 years, Mary Ann has developed customized programs for a diverse portfolio of clients in commercial and government organizations alike. Her cross-functional and cross-discipline methods leverage leading training solutions.

Prior to Vibrant Training Group, Mary Ann was principle and founding partner of Applied Performance Strategies, Inc. (APS), a role she held for more than two decades. Earlier in her career, she held other human resources roles as the Director of Human Resources for GPS Technologies, Manager of Human Resources for Sweetheart Cup Corporation, and Employee Relations Manager for the Ward Machinery Company.

Mary Ann holds an M.S. in Applied Behavioral Science from John’s Hopkins University and a B.A. in Economics and Political Science granted by Chatham College.