

# **Time Management for Busy People: Getting Things Done in 2012**

The North Lake Tahoe Chamber of Commerce and the Truckee Donner Chamber of Commerce in partnership with the Sierra Human Resources Association are offering "Time Management for Busy People: Getting Things Done in 2012" on March 13 from 9am to noon.

Registration begins at 8:30am at Cedar House Sport Hotel, 10918 Brockway Road in Truckee.

Attendees will learn how to identify timewasters and the reasons why they procrastinate, explore the reality of the demands of their jobs, discover if they are addicted to urgency, get perspective on what matters most in their lives, prioritize what is important and what is urgent, uncover their prime real estate, as well as become skillful in the 50 high-impact tips to beat the clock and time management tools.

The workshop will be lead by Laura Moriarty, president of the SHRA and co-founder of Tahoe Training Partners, which is a human resources and management-training solutions consulting firm located near Lake Tahoe, California.

Registration is \$49 for chamber of commerce and SHRA members and \$59 for non-members if registered before March 12. Last-minute registration runs \$59 for chamber and SHRA members and \$69 for non-members. Seating is limited.

To register and for more information, call Moriarty at (530) 573.0224.