

## Getting Things Done- The Art of Stress-Free Productivity Workshop

**Wednesday, January 11, 2023 | 9:00 AM to 4:00 PM**

**Frisco ISD Administration Building | 5515 Ohio Drive | Frisco, TX 75035**

The Getting Things Done® workshop, by Vital Smarts, teaches the skills you need to manage the constant flow of requests, tasks, and interruptions you encounter all day. By learning how to capture, clarify, and organize your to-do list, you are more likely to make the best decision about where to spend your time/energy and prevent critical projects from slipping through the cracks, ultimately becoming more productive. When you are equipped with those skills, you are less likely to experience stress and burnout.

### Learn how to:

- Capture all incoming requests efficiently
- Process your inbox more effectively
- Tackle projects rather than procrastinating
- Organize tasks and projects
- Align time and resources to be productive, not just busy
- And much more!

**FEE:** \$375 Member | \$425 Non-Member

**LUNCH:** Provided by TASBO

**PREREQUISITE:** None

**CEU/CPE Hours:** 6/7

**CONDITIONS:** Satisfactory meeting room temperatures are difficult to maintain. Always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

**About TASBO Events:** Seating is limited, so register early. If you or (someone attending with you) need ADA assistance to participate, please call us at 512-628-1282.

**Cancellation Policy:** Cancellations are only accepted **in writing**. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

**Register online at [TASBO.org](https://tasbo.org) or return completed form by:**

**Mail:** PO Box 91929; Austin, TX 78709

**Fax:** 512.462.1782

**Email:** [register@tasbo.org](mailto:register@tasbo.org) (DO NOT email CC info)

*Please PRINT clearly.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District/Employer (do not abbreviate): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:** PO ☐ \_\_\_\_\_ Check Enclosed ☐ Credit Card ☐

Cardholder Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ EXP (MM/YY): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_