

Wednesday, Sept. 29
1 p.m. to 2:30 p.m.
Platte River South
Nebraska Union

CAS STAFF COUNCIL



The Productive Employee:

Improve your Well-being
by Managing Your Email,
To-Do List, and Time
Better

*Dr. Celeste Spier,
associate director for
Career and Professional
Development, College of
Business Career Center*



With high demands, reduced resources, and continuous new initiatives, our email inboxes, to-do lists, and time commitments can be overwhelming and anxiety-provoking. Does your day consist of a hamster-wheel-like process of answering emails as they arrive in your inbox? Do you end your day or week and question what you actually got done? Do you use your email inbox as your to-do list? This session will draw on several productivity resources like *Getting Things Done* (Allen, 2015), *Eat That Frog* (Tracy, 2017), *Indistractable* (Eyal, 2019) and *The Power of Habit* (Duhigg, 2014) to give you concrete, actionable steps you can implement TODAY to get organized, reduce distraction and increase productivity—with the ultimate goal of improving your well-being.

Celeste oversees career coaching and the Professional Enhancement Program and serves as a Career Coach. Celeste has a bachelor's degree in psychology, a master's degree in counseling, and a Ph.D. in educational administration, from UNL.

**Join us at 12:30
with your lunch
before we begin!**

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