



## **November 2009 Faculty and Staff Work/Life Seminars Presented by Carebridge Corporation**

All seminars will be held in the Pryzbyla Center from 1pm to 2pm.  
Bring your lunch, no RSVP necessary!

### **MANAGING WORK TIME EFFECTIVELY**

**Thursday, November 5<sup>th</sup>, 1 p.m. – 2 p.m. ; Pryzbyla Center , Rooms 321 and 323.**

Managing your time to heighten work productivity is the focus of this seminar. It will provide valuable tips and techniques to help organize and prioritize your time at work. The presenter will outline practical methods for delivering more impact within the time you have.

### **PERSONAL MONEY MANAGEMENT**

**Friday, November 6<sup>th</sup>, 1 p.m. – 2 p.m.; Pryzbyla Center, Rooms 321 and 323.**

This very practical and useful seminar addresses issues related to developing a budget, understanding credit and coping with debt. Add to your knowledge and understanding of finances to help reduce your debt, learn how to avoid common mistakes, and develop strategies to protect your financial security.

### **IDENTITY THEFT**

**Tuesday, November 10<sup>th</sup>, 1 p.m. – 2 p.m.; Pryzbyla Center, Rooms 321 and 323.**

Did you know that identity theft is one of the fastest growing crimes in the United States and the average consumer is unaware of the common ways it is carried out? This practical and informative seminar will educate attendees on the precautions to take to avoid becoming a victim as well as know what to do if you suspect identity theft has occurred.

### **GAINING CONTROL OF DEBT**

**Thursday, November 12<sup>th</sup>, 1 p.m. – 2 p.m.; Pryzbyla Center, Room 320A.**

There can be many different reasons why people get into financial jams, and almost everyone struggles with financial problems at one time or another. This seminar examines how to evaluate debt responsibilities, consolidate debt, and work with creditors to effectively reduce debt. This very practical and useful seminar can help you get on the right track to better manage your personal finances.

### **CONTROL YOUR THOUGHTS, CONTROL YOUR STRESS**

**Wednesday, November 18<sup>th</sup>, 1 p.m. – 2 p.m.; Pryzbyla Center, Rooms 321 and 323.**

Frequently, stressful events in our personal and work life are associated with distorted or misdirected perceptions of these events. Learn to examine events in your life and to challenge the stress associated with them. This seminar will assist participants in identifying the most common forms of distorted thinking that lead to feelings of irritation, frustration and fear. Participants will acquire skills to challenge these thoughts and to replace them with more realistic self-talk.

*For further information, please contact the Office of Human Resource at 202-319-5050.*