



# MASTER CLASS

## TASK MANAGEMENT AND DELEGATION WITH LESS STRESS

with Diana Bloom



### A 3-part series over Zoom:

Wednesdays, Feb. 20, March 6, March 20 from 1:00-2:30pm Eastern

### Open Q&A time with Diana:

Wednesday, April 3, from 1:00-2:30pm Eastern

**JPRO members \$175 / \$140 early bird**  
**Non-members \$350 / \$275 early bird**

Early bird deadline is February 1, 2019

### Learn to achieve:

- Higher productivity and efficiency in all areas of work with less stress
- Easy methods to eliminate misunderstandings in delegation
- How to use available electronic systems to support task and project management and delegation
- Techniques to track work to completion so nothing falls through the cracks



“Diana gave me the tools and resources to feel like I could take control of a chaotic schedule. She helped me prioritize, break down projects into manageable tasks, and schedule my day with realistic expectations. On the days when I’m really using these tools, I go home satisfied that my work for the day is complete and assured that I’m attending to my prior the day is complete and assured that I’m attending to my priorities.”

— Tilly Shames, Executive Director, University of Michigan Hillel

JPRO Master Classes are skill-based trainings in areas requested by our members. JPRO Master Classes offer our members discounted access to best-in-class trainings through which they will advance their professional skills and connect with colleagues from across the diversity of our sector.

## Questions?

Please contact Laura Shefter at [laura@jpro.org](mailto:laura@jpro.org)