Join the Rady Center for Executive Development for our first Orange County Lunch & Learns!

**BALANCING ACT: WORK, LIFE & TECHNOLOGY — JANUARY 26, 2018**

**Instructor:** Jill Tupper
The compulsory demands of being available 24/7 is at the root of stress skyrocketing and our quality of work and life diminishing. This course is a game-changer- packed full of practical tools to put digital distractions in their place to increase productivity and decrease stress.

**MINDFUL PRODUCTIVITY - FEBRUARY 2, 2018**

**Instructor:** Jill Tupper
Our minds are overloaded and increasingly challenged to focus on what matters. This powerful course gives you the mental edge technology to achieve high levels of efficiency with mindful clarity.

**TIME MANAGEMENT - FEBRUARY 16, 2018**

**Instructor:** Nancy Drew
In today’s world, many of us are multi-tasking and taking on extra work loads from others. It can be tough to get and stay focused with changing priorities, tight deadlines and constant interruptions. In this course, you will learn tools that allow you to quickly get focused even when others around you are throwing distractions your way.

**BUILDING EFFECTIVE TEAMS - FEBRUARY 23, 2018**

**Instructor:** Del Black
Learn the essential characteristics of effective, high performing teams. Also, learn strategies for building a strong team that is resilient and able to successfully face the future.

**INSTRUCTORS:**
- Jill Tupper
- Nancy Drew
- Del Black

**DETAILS**
- 11:30a—1:00p
- 17891 Cartwright Road
- Irvine, CA 92614

**COST**
- Free!
- *Bring your own brown bag lunch.*

**PROGRAM CONSULTANT**
- Jill Farwell
- 858.246.0959
- jrosenow@ucsd.edu