Nine *Time Management Workshop* attendees responded to the survey. The following questions requested a response from 1 to 5, with 1=strongly disagree and 5=strongly agree. Average response is listed below.

I found the Time Management Workshop helpful and relevant to my work: **4.25**
I found the Time Management Workshop helpful and relevant to my personal life: **4**
A presentation of material from the Time Management Workshop would be a useful professional development opportunity that I believe would benefit both staff and administrators: **4.6**
I would encourage my colleagues to attend a professional development campus session led by Svetz Consulting about time management: **4.5**

An example of a tip and topic from the Time Management Workshop that I found especially helpful and/or relevant would be:

- Setting Quiet hours. Could be daily or when a big project is due, but letting your team know you have a specified time not to be disturbed where you don't answer the phone or emails - only work on what needs to get done.
- Effective meetings and procrastinating
- Tips on "managing up" to effectively communicate and prioritize work.
- I really enjoyed the case studies and the opportunity to think through with my table how to better or best handle the scenarios presented (i.e. multi competing priorities).
- I learned not to schedule meetings/individuals/practices/film sessions back to back because it will give me time to refocus for the next meeting and be on time.
- Manage up - the questions to ask when a task has been delegated to you to be able to complete it successfully
- *Tip... "The 10% Rule" You can do an adequate job in about 10% of the time it takes to do a perfect job. This really resonated with me because I often find myself to be a perfectionist.
  *Topics... How to effectively delegate responsibilities and how to say no.

Something I had hoped to learn at the workshop which I didn't would be:

- I had no big expectations. The survey/evaluation given before the workshop was helpful for understanding my strengths and weaknesses regarding time management.
- More organizational tools that we could take home would have been really nice.
- Time management skills in regards to work life balance
- Nothing. I really found this to be one of the better workshops that I have been to. The information & techniques can be implemented in not only your work life but also in your personal life.

Any additional comments you wish to share:

- If we could share with the rest of staff/admin - i'd recommend the pre-evaluation with a brief follow up explaining results then giving tips for time management based on the results. People don't want an all-day or even half day thing. But an hour or 1.5 hour at lunch could be really useful.
- This type of workshop provided a lot of useful information - unlike the first one that was offered in August.
- I think the information was very relevant to the work we do, the speaker did a great job, and the exercises were useful! Gary also provided me some information about a "DiSC" workshop that could be VERY beneficial for groups that work as teams!
- If we chose to bring him in, I think an abbreviated version would be an appropriate topic over a lunch, especially if very interactive with the case studies.

- If we were to use this presentation, I would like it to cover fewer topics and have engaging activities to go along with it.
- I found the personal assessment very helpful in identifying areas of concentration for myself. I hope that administration / others would consider making this professional development available for others to attend. I feel that many people across campus could benefit from this workshop.