



SYSTEM MEETING AGENDA

OCTOBER 16, 2015

@PIONEER LIBRARY SYSTEM OFFICE, CANANDAIGUA

9:30 – 10:15 **Announcements**

10:15 – 10:30 **Break**

10:30 a.m. **Program:**

Time Management & Productivity

A director's day can be filled with "putting out little fires" that leave them with a sense of getting nothing done. Hope Decker, our new Member Library Liaison, will be talking about the time management matrix and how it has changed the way she interacts with activities that demand her time. This simple tool can help people focus on getting the essential things accomplished.

Following Hope, Ron will be discussing his thoughts on improving productivity through planning strategies, organization, project management, time management, and technology. This program aims to shift the way we think about our day to day priorities in the work place in an effort to become the most productive versions of ourselves.

Presenters: Ron Kirsop and Hope Decker