

SAS User Group Meetings

SAS Users Group

Organized by Phyllis Stumbo, PhD, Emeritus and College of Public Health Consultant
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This "user's group" will feature basic instruction, participant input and open sessions with help desk. Participants will share their SAS projects, learn by doing and enjoy personalized help while analyzing their own data. All user levels are welcome. To join the SAS-USERS listserv to receive notices of future meetings and topics, send your name and email address to phyllis-stumbo@uiowa.edu and ask to be added to "SAS-USERS".

Wednesday, October 1, 2008

"How to Get Your Work Done: Methods and Practice"

Led by Dr. Susan Johnson, Associate Provost at The University of Iowa

October 1, 2008

8:00 a.m. to noon

The Urmila Sahai Seminar Room (2117 MERF)

During this workshop participants will learn how to organize their work, use their time more effectively, and plan for the long term, the week, and the day. The primary methods described will be those of David Allen (*Getting Things Done, 2001*), with contributions from Kerry Gleeson (*The Personal Efficiency Program, 3rd edition –the latter available through 24x7*) and other authorities on this topic. Topics will include organizing your office (including e-mail), creating lists that facilitate your productivity, methods for consistently taking action (and reducing procrastination), and planning to maximize your effectiveness.

Target audience: All research staff

Register by e-mailing dorian-walker@uiowa.edu. Confirmations will be sent out six days prior to event. Call 335-2687 with questions about registration. Call 353-2314 with questions about session.

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