If you’re like most people, you’re constantly being bombarded with information from every angle. Too much information can be almost as bad as none at all. From emails to social media to organizational meetings, it’s sometimes hard to separate what’s really important ... and deal with it in a timely manner. You need proven strategies to handle the mountains of data being thrown at you every day. You need *Handling Information Overload*. This 30-minute webinar shows you the techniques and technology used by busy professionals to overcome information overload, boosting their productivity and reducing stress at the same time. What are you waiting for? Sign up now!

**What You’ll Learn:**

- How to handle the mountain of data looming over you right now
- Identify key information quickly and efficiently
- Develop an information-gathering system that works for you
- Spot and eliminate time-wasting information sources
- Discover technology tools that make your sorting job easier — which ones will work for you?
- Recognize signs that you’re overwhelmed and need to ask for help
- Know if you are being unrealistic about how many newsletters, journals, and blogs you can effectively read

**Date:** July 23, 2015  
**Time:** 12:30–1:00 A.M. EST  
**Where:** Faculty Staff Dining Room

**Trainer:** Jenifer Moss

Educating others and helping them communicate more clearly and with better results has been the focus of Jenifer Moss’ professional life. She’s good at what she does — good enough that for 21 years she operated the Jenifer Moss School of Speech and Drama in England. In 1998, she came to the U.S., where she continues to use her skills to enhance the effectiveness of her American clients. She has a way of connecting with participants that draws the best out of each person, helping acquire the skills that bring greater success at work and in his or hers personal life. She is a true professional speaker and educator.
Handling Information
Overload