

# EMPLOYEE ASSISTANCE PROGRAM LIVE WEBINARS

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EXCLUSIVELY FOR CSUN

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## **Personal Resilience: Managing Your Energy**

Date: Thurs. 5/6 at 11am-12pm

One factor influencing our stress level is how well we manage our energy. The concept of energy management is based on a new way of looking at self-discipline. It challenges the widely held view that time management is the key to work/life balance.

## **Managing Multiple Priorities**

Date: Thurs. 6/10 at 11am-12pm

How do you manage when you have a number of priorities that require your attention? Do you end the day feeling frustrated or overwhelmed because you were not able to complete your tasks?

## **Overcoming Procrastination**

Date: Wed 7/14 at 11am-12pm

Description: Tips for overcoming procrastination and removing roadblocks to productivity. Content includes: How to prioritize; and Developing decision-making skills.